

Campus Master Planning Committee (CMPC)
Minutes for Meeting of June 8, 2015

Present: R. Fredriksen, T. Christenfeld, C. Kasper, K. Bassett, J. Meadors, V. Cannistraro, P. Donahue, B. Wolf, C. Bottum, B. Creel, B. McFall, T. Higgins

1. The Meeting was called to order at 7:35PM by Renel Fredriksen, with introductions of committee members following accordingly.
2. The Charge of the committee was reviewed, with specific attention given to:
 - “Boundary Conditions” (e.g. wetlands, zoning, septic capacity)
 - “Blank Canvas” vs. “Pragmatic” approach
 - Traffic/circulation/emergency

It was clarified that the Blank Canvas approach was not intended to be starting the project “from scratch”. Rather, certain components (e.g. roads), might be modified.

3. The following considerations were also mentioned as being pertinent to the Charge:
 - Potential overloading of the site
 - Future school growth
 - Extended-day activities
 - Community Center
 - Rec. Department
4. The following items relative to the Project Timeline were also noted:
 - The “bulk” of the work should be substantially completed by the State of the Town Meeting
 - Two Public Workshops are currently indicated on the Timeline
 - September/October will be the “heavy lifting” months
 - There will likely be a need for a Traffic Consultant (in September/October)
 - The School could hear back from the MSBA during the months of November-January
5. The Request for Qualifications (RFQ) was reviewed:
 - Fee NTE \$70,000
 - Public forums to be included as “Task Four”
 - The issue of whether to specify a minimum/maximum number of options was discussed
 - A list of Deliverables is to be included

- “Master Planning” experience is to be included as part of the evaluation Criteria
 - Selected Finalists will be required to submit a written Proposal. The June/July calendars will be revised to reflect this procedure
 - A Motion was made by Tim Christenfeld (seconded by Patty Donahue) to approve the RFQ, subject to email distribution reflecting the changes discussed. Motion carried unanimously
6. The Committee discussed choosing a Chair. A preference seemed to emerge for an At-large member to be chosen in this capacity. A motion was made by Bryce Wolf (seconded by Renel Fredriksen) to appoint Carole Kasper as Chair, and Vin Cannistraro as Vice-chair. Motion carried unanimously.
7. The Committee discussed the forming of a selection sub-committee, who would be charged with reviewing all RFQ responses and ranking them pursuant to certain criteria to be determined. The top three/four “finalists” would then be suggested for invitation to appear before the entire Committee. A Motion was made by Tim Christenfeld (seconded by Renel Fredriksen) to appoint Ken Bassett, Carole Kasper, and Vin Cannistraro to the selection sub-committee. Motion carried unanimously. The sub-committee will meet on Thursday, June 25th at 9:00AM to review selection criteria. A presentation to perspective firms will take place at 10:00AM.
8. The Committee discussed the need/desire to think of and reach out to other “stakeholders”, such as:
- Historic Commission
 - PTO
 - LYS
 - Green Energy
 - LFA
 - Lincoln Police/Fire
 - Abutters
9. **The next meeting is scheduled for Thursday, July 16th at 5:00PM to interview the Finalists, and select the preferred firm.**
10. At 9:55PM, a Motion was made by Bryce Wolf (seconded by Renel Fredriksen) to adjourn. Motion carried unanimously.