



## TOWN OF BOXBOROUGH

**BOARD/COMMITTEE:** Boxborough Building Committee  
**MEETING DATE:** March 2, 2022  
**TIME:** 7:00 PM  
**PLACE:** Virtual Meeting - this meeting is being conducted via Remote Participation, pursuant to the Current Executive Order of March 12, 2020.

**BBC members:** Gary Kushner, Les Fox, Larry Grossman, Owen Neville, Ralph Murphy, Diana Lipari, Hugh Fortmiller, Bryan Lynch, Than Stuntz (7:21PM)

**Missing:** Becca Edson, Maria Neyland, Bill Litant

**BBC Advisory:** Jason Malinowski; Rajon Hudson

### **Non-members:**

Meeting called to order at 7:05 by the chair, Les Fox

Roll call of attendees:

Gary Kushner-present, Les Fox-present, Larry Grossman-present, Owen Neville-present  
Al (Ralph) Murphy-present, Diana Lipari-present, Hugh Fortmiller-present, Bryan Lynch-present

No correspondence.

The minutes of February 9 were reviewed. Owen moved the minutes and Diana seconded.

Diana Lipari-aye, Hugh Fortmiller-aye, Bryan Lynch-aye, Al murphy-aye, Owen-aye,  
Gary-aye, Larry-aye, Les-aye  
Approved- 8-0

Reviewed the changes to the RFQ (draft 9) with recommended changes from Al and others on the committee. Comment on the benchmarking of towns and should we decree or suggest. Best recollection by Les and Diana was to leave it to the consultant. Hugh indicated that we did have a list of 8-10 and should consider them. Jason recommended we allow the consultant to find the comparable towns. Larry indicated that this is a RFQ and could have the discussion with the consultant. Census is now available and Town is about 5,500 residents. Question regarding is “licensed” an important point in relation to applicable disciplines. Strike the word “licensed”. Selection criteria discussed. At least 2 finalists will be interviewed. The designer will be awarded the contract by the Select Board upon the recommendation of the BBC. Discussion on the ratings with 25% on proforma, 25% on ability and experience and 50% on approach and communications. Those who make the cut on A+B (closest to 50 points) then move to the interview. Expecting 1 or 2 people per company. In section A item 5 is the most important (similar projects) and delete item 3 and double weight on 5. Might be too many categories per Jason. Jason recommended that each of the 9 items have a weight associated with it. Then Jason can do the automated process for scoring. In section B, eliminate 2. Depth of experience with space needs analysis. Discussion on proforma vs. ability and experience. Must have the evaluation matrix so the respondents know how they are scored. Combine all into one sentence in proforma, one sentence for ability/experience and interview.

Owen moved that Les be empowered to work with Rajon and others and the State to finalize the scoring scheme and Diana seconded.

Diana-aye, Hugh-aye, Bryan-aye, Gary-aye, Al-aye, Larry-aye, Than-aye, Owen-aye, Les-aye

Approved 9-0

Discussion on proposed amount available to the respondent who wins the contract. How much does the Town have available? Les believes there is \$40,000 left and available and Larry believes \$30,000 is the right amount.

Than moved \$30,000 and Diana seconded

Diana-aye, Hugh-aye, Bryan-aye, Gary-aye, Al-aye, Larry-aye, Than-aye, Owen-aye, Les-aye

Approved 9-0

What town contract standards do we need to provide. Rajon to provide RFQ boiler plate language.

Jason will help with final language and timeline once the rest of the document is completed. Essentially add 4 weeks from time the document is released. Interview dates are set based on number of responses and reviews of the responses. Need to respond sooner than later. The interviews follow the OML. Can the other candidates listen to the interviews?; yes, but will ask that the follow on interviewees not attend until their scheduled time and could do as open meeting. No public comment allowed. Must ask

the same questions to each interviewee. Les will work with Rajon in preparation for the central register.

Before deliberation, round the table and get 1, 2, 3 responders. Then reasons why rating. Then move to determining the interviews.

Rough out a schedule at request of Larry to see where things fall and potentially meeting dates. Potentially a sub-committee to meet more regularly.

Jason proposed to have on central register by March 16. 4 weeks on central register or due on April 13; packages on shared drive for all to review. Committee or subcommittee meet on the 27<sup>th</sup> at public meeting to review the scoring and determine the interviewees. Notify the firms on the 28<sup>th</sup> and Interviews start on May 4<sup>th</sup>. Could add in the RFQ that given unforeseen circumstances that the interviews start on May 4<sup>th</sup>.

March 16 Central register

April 13 packaged due from responders

April 27 public meeting

April 28 notify firms

May 4 interviews

Questions prepared and distributed prior to the interviews on the 28<sup>th</sup>. Committee should review the candidates right after the interviews. Go to Select Board on Monday May 9 to hear and endorse/approve to go forward with candidate. Potentially responses in June/July. Majority of the work will be the two chiefs and the committee chair. Tentatively mid-July to start design process and require an OPM. Less than full schematic design and develop budget. Would require a fall town meeting to obtain the funds or have to wait until May 2023. Need to be communicating to the voters with the information. Would expect 1 to 2 presentations by the responders and make them public. Questioning if we should expect the consultant to come to STM/ATM. Data analysis and not pretty pictures from the consultant as program validation.

The Select Board reviewed resumes when looking at the TA and chose the top 3 to 5. Interviews are expected to last 45 minutes to 1 hour. Publish the questions up front. Expect some in-depth questions. Presentation of their results along with questions. Questions must be the same for each session. Ralph would like to see open ended questions. Cannot engage in back and forth discussion. Articulate, humor, communication skills. "Decision that went against your recommendation and how did you respond". Please describe a project in another municipality similar to one in this town. What is the most important question you would ask if on this side of the table. Ways to perform better on a previous project. Ask the person who would be the day to day person and not the owner/communication specialist.

Next meeting March 23 at 7PM

Gary moved to adjourn and seconded by Ralph seconded

Diana Lipari-aye, Hugh Fortmiller-aye, Bryan Lynch-aye, Al murphy-aye, Owen-aye,  
Gary-aye, Larry-aye, Les-aye, Than-aye  
Approved- 9-0

Adjourned at 9:39

**LIST OF EXHIBITS:**

1. BBC minutes for February 9, 2022
2. RFQ document – draft 9