

SEPTEMBER 3RD, 2009 @ LHS LIBRARY @ 6pm

Updates/Information-

Superintendent Green wanted everyone to know that he has the webpage for the Facilities Committee up with all the information the committee requested on it. It is a button off from the main website: lisbonschoolsme.org under Facilities/NEASC.

Review rest of proposals-

Time was spent for other members of the committee to finish the task of reviewing proposals from firms for the RFQ.

Discussion before selecting interviewees-

At the last meeting, Fern had asked if we could request quotes from firms. Cathy Messmer spoke with Peter Glastow and he informed Cathy that we have to legally adhere to the Request for Qualifications process. BGS says you pick your top 3-4 firms. If the 1st comes in too high, we can go to the second. Cathy handed out the BGS legal document. Page 3, section 2.

Superintendent Green pointed out page 5, "Failure to reach an agreement" which could be done in a 2nd interview with the firm.

Richard noted the BGS fee schedule mentioned in this document...Cathy stated she would obtain this from BGS.

Cathy then handed out a ranking sheet for all members to rank each firm.

Once this task was accomplished, Cathy tallied the votes.

There was discussion about whether we choose 3 or 4 firms. It was noted that if all 3 do not work out, we can call back firms to interview.

It was determined that interviews would be held September 29th and September 30th from 5-8:30pm. In day two, the last block of time would be spent on discussing the three firms. They will be held at Lisbon High School in different rooms.

Questions for interview-

Cathy had taken questions from BGS and tweaked them for what we needed. We went through the questions and edited them where the group felt they were needed.

Cathy will assign questions to members attending the interviews to keep the process consistent for all three firms.

Expectations-

We reviewed our expectations: New vs. Reno, priority list and phased plans and cost estimates. Superintendent Green and Chair, Austin will formulate a letter to be sent to the three firms we had chosen.

Firms chosen: IN NO PARTICULAR ORDER: WBRC, Scott Simons/Casco Bay Engineering, Harriman

Meeting ended at 7:45pm