

20070522 WT TOWN HALL RENOVATION COMMITTEE MINUTES

PRESENT: Bea Phear, Chuck Hodkinson, Kent Healy and Ginny Jones, voting members, Jen Rand and Kathy Logue, ex officio

ABSENT: Kate Warner and Jim Osmundsen

ALSO PRESENT: Glenn Hearn

Bea opened the meeting at 1635 in Town Hall.

Minutes of the 20070514 meeting were MSV with minor revisions

ADMINISTRATIVE ASSISTANT: Bea suggested that we discuss the Administrative Assistant position first. Jen and Kathy have drafted a job description and advertisement for the position. The ad has already appeared once. In the job description Jen and Kathy set a level of independence, skills and responsibilities that should fit in at Grade 5. The job will require a certain level of supervision but presupposes the ability to work independently on some projects. The successful applicant will be expected to be able to take and write up minutes, and draft documents and reports in clear, declarative English. Chuck urge that the applicants be informed that the successful applicant should be flexible in their ability to commit time to the work of the committee, and also should be committed to remaining in the position over the 3 years of the project to provide continuity.

Applications are due by the 6th of June, and the position will be “graded” by the Personnel Board on June 11th utilizing the job description. Kent and Bea will pre-screen applications and the full committee will interview applicants at the June 12th meeting. Kent will draft a grading scale with categories of criteria and a way of rating applicants.

OWNERS PROJECT MANAGER: Jen stated that she has been advised by Town Counsel that we DO NOT NEED to issue an RFQ. The Committee reviewed the advertisement that had been prepared by Jen and made relevant suggestions, including adding a closing date for the applications. Jen revised the ad for us to approve and will place it in the appropriate venues. We should be ready to interview prospective applicants by mid to late June.

We discussed the job description and also the wisdom of including “island residency preferred” but decided to emphasize that in the interview rather than in the job description. Chuck, Jen and Bea had drafted an initial version for us to review, and Chuck offered to draft the final version incorporating all the suggestions made by committee members. We decided to include SUBMISSION REQUIREMENTS as follows:

1. Current resume and relevant experience including projects undertaken in the past 5 years.

2. Five references
3. A list of any lawsuits, demands for arbitration or other legal problems during the past 5 years.
4. Certificates of tax compliance and of non collusion (forms attached)
5. Certificate of general liability insurance naming the Town as an indemnified party, in the amount of \$1,000,000
6. Documentation of all professional credentials – licenses, degrees, etc.

We decided to add a closing date and time which Jen will calculate according to the legal requirements for posting.

At the May 29th meeting we will select criteria for the OPM and suggested questions for the interview process. Any suggestions MUST be provided to Bea by May 27th.

Jen reported that we must also draft selection criteria for the architect, as legally they have to be adopted by the Board of Selectmen, and this must be done before the Architect is selected. These will then serve the Town for future projects. We must draft a contract (remember the “out” clause recommended by John Early) for the OPM and we must draft an RFP for the architect.

JUNE 5th SPECIAL TOWN MEETING: Chuck volunteered to speak recommending redirect of the remainder of funds from the Space Needs budget to our committee.

We talked about scheduling meetings with various Boards and other interested parties (Edey, Eldridge) but decided this should more properly take place after the OPM is hired.

DATES: May 29 meeting – design interview questions for the OPM
June 5th meeting – discuss applicants for Admin. Assistant
June 12th meeting – interview applicants for “ “
June 19th – interviews of OPM applicants

Adjourned 1740

Respectfully submitted

Virginia C. Jones, Clerk pro tem

Approved 5/29/2007

RFQ = request for qualifications, MSV = moved, seconded, voted, COW = clerk of works, OPM = Owners Project Manager