

N.S. PUBLIC FACILITIES ADVISORY TASK FORCE (PFATF) MINUTES

THURSDAY September 26, 2013, 6:00 PM

Primrose Fire Station

The meeting was called to order at 6:02 pm by PFATF Chair John Flaherty.

ROLL CALL: Present were John Flaherty, Marc Gagnon, Art Bassett, Scott Gibbs, Jeff Harris, Michael Johnson, Ken Thompson, Bill Connell, Capt. Tim Lafferty, John Winkleman and Brian Vanhouwe

Approval of Minutes 8/22/13

Due to the Secretary's absence, minutes were not reviewed or approved.

Introduction of new PFATF member – Superintendent Stephen Lindberg

Mr. Flaherty reported that the Town Council amended the PFATF Resolution at its meeting of 10/3/2013 and allowed for an appointment of the School Superintendent (in addition to the appointment by the School Committee). Mr. Flaherty reported that Mr. Lindberg (although absent tonight due to a previously scheduled engagement) has appointed himself and that he looks forward to contributing directly to the task force. He indicated that School Facilities Director Mr. Anthony Kopacz would also attend meetings and offer his insights. Mr. Kopacz was present.

Chair's Report

Mr. Flaherty reported on his presentation to the full School Committee on 9/17/2013. He reported that the Committee was very receptive to the idea of making a comprehensive investment in school and town facilities and looked forward to collaborating with the PFATF to refine priorities.

Discussion of draft RFP for professional services, process and timetable for recommendation of consultant

Mr. Flaherty opened this discussion with an overview of the tight timetable for the task force to complete its task, starting with the need to present options for voter approval at a November 2014 referendum (in conjunction with the general election). That would necessitate a referendum authorization bill being introduced in the General Assembly by February 14, 2014 (last official day to introduce bills), which would necessitate Town Council deliberation of options and order-of-magnitude cost estimates between January and February. Therefore a consultant would need to conduct its analysis and present its findings before a Public Hearing in January 2014.

The following outline was discussed:

RFP to be finalized by Mr. Ericson with input from Mr. Kopacz and released on Monday, October 5, 2013

Pre-Proposal Conference, October 15, 2013

Deadline for receipt of written questions on RFP, October 16, 2013
RFP question responses posted on Town website, October 18, 2013
RFP proposals due in Finance Director's office, October 24, 2013
Intended date for consultant selection, October 28, 2013
Seek Town Council authorization to proceed with recommended A&E firm, November 4, 2013
Review of draft findings with Public Facilities Advisory Task Force, December 5, 2013
Project Completed, December 31, 2013

There was consensus to solicit 5-7 PFATF volunteers to serve on a subcommittee to review proposals beginning October 24, 2013 and to meet on October 28, 2013 to discuss, score and make a recommendation to the Town Council for its November 4, 2013 meeting.

It was decided to cancel the October 10, 2013 PFATF meeting and possibly the October 24, 2013 meeting.

Future meeting dates/times

Assuming the October 10th and 24th meetings were to be cancelled, the next posted meeting would be October 28, 2013 and November 14, 2013 (6:00 PM) at Primrose Fire Station

The meeting adjourned at 7:15 PM.

Minutes respectfully submitted,

John Flaherty