



**Town of Arlington, Massachusetts**  
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## Minutes 11-24-2009

Thompson School Building Committee  
Selection Subcommittee Meeting  
Tuesday, November 24, 2009  
8:30 am  
AHS – Superintendent’s Office  
6<sup>th</sup> floor

**Present:**

- Kathleen Bodie, TSBC, Chair
- Rob Juusola PTBC, TSBC, Vice Chair
- John Cole, PTBC Chair
- Bill Shea PTBC, TSBC
- Sheri Donovan TSBC
- Tobey Jackson, TSBC
- Domenic Lanzillotti, Purchasing Agent
- Kevin Nigro, PMA

Call to order: 8:45

**Review of minimum submittal requirements**

- Cover letter includes acknowledgement of:~
- Qualified designer per MGL Ch 7
- Project Architect is MCPPO certified
- 8% MBE and 4%WBE subconsultants will be used
- All required subconsultants listed, with MBE/WBE firms identified
- Town certification forms included, signed and dated
- Agreement to sign standard contract with no exceptions
- Addenda 1 & 2 acknowledged

Out of the seventeen proposals submitted, the Committee determined that 7 were deficient or did not meet minimum requirements.

Review of Reference Checks

Due to the time constraints, Committee members had limited success obtaining the required reference checks. PMA will follow up and finish the required references.

Next Steps/Schedule

Committee members will email their check list and reference check documents to Kevin Nigro, his office will continue with due diligence to complete the required package.

PMA/Kevin will send committee members a draft of the MSBA cover letter for their review and feedback.

Supt. Bodie will start the MSBA online enrollment project.

The MSBA DSP next meeting is scheduled for December 15<sup>th</sup>, the Committee may still be placed on the agenda dependent on their (MSBA) case load, if not the target date will be the 1<sup>st</sup> meeting in January.

Arlington Appointees/MSBA Designer Selection Panel

Supt Bodie will request that the school committee vote their appointee to the designer selection panel at tonight's school committee meeting.

The next meeting is scheduled for Thursday, December 3<sup>rd</sup> at 8:30 am.

Motion to adjourn @ 9:30 am

Submitted by,

Karen Tassone  
Committee Secretary