

Present: Jeff Adams, Dave Anderson, Peter Badalament, Stan Durlacher, Michelle Ernst, John Flaherty, Tim Hult, John Lindner, Brian Miller, Peter Nobile, Diana Rigby, Sergio Siani, Bill Tice, Margaret Waterman, Richard Waterman, Jerry Wedge, Elise Woodward

Absent: Walter Birge, Karla Johnson, Joseph Morahan, Louis Salemy, Charlie Sample, Chris Whelan

I. Call to Order

The meeting was called to order by Diana Rigby. The meeting began by introductions of all present.

- II. Diana introduced Concord Town Clerk Anita Tekle. Anita explained the Conflict of Interest Law and the Open Meeting Law and swore in Concord committee members and staff; Carlisle members will be sworn in by the Carlisle Town Clerk. One of the principal changes in the Open Meeting Law is that all documents used or referenced at the meetings must be documented in the minutes.
- III. John Flaherty made a motion to appoint the CCHS Building Committee Co-Chairs. Karla Johnson of Carlisle and Jerry Wedge of Concord were nominated as Co-Chairs. The motion was unanimously approved.
- IV. Jerry Wedge reviewed meeting dates. The schedule reflects meeting on the second and fourth Wednesdays of the month but as the committee moves forward we hope to be meeting once a month, the second Wednesday. We will meet twice a month if needed.
- V. Jerry Wedge asked if everyone had a chance to review the Committee Charge. This is the document that we will go back to if we have questions about what we are supposed to be doing. The Regional School Committee charges this committee so if there are questions we go back to them. There was a question regarding the Green Team; Peter Nobile is a member of the Green Team.
- VI. Diana Rigby discussed how we are going to insure that our constituents, colleagues, community and peers are informed about the building project. Starting today it is our responsibility to share with the people you are working with or interact with. It is important that everyone from Concord and Carlisle be informed when it comes time to vote for the construction funds.
- VII. John explained MSBA (Massachusetts School Building Authority). Concord-Carlisle has been accepted to the repair list. After MSBA reviews the Master Plan, we are hoping that they will move us to the renovation list by their next board meeting on July 28th. We have included the MSBA New Project Process Flow Chart in your packet.
- VIII. The review of the Facilities Master Plan will be rescheduled on the July 28th meeting at which time there will be a presentation by the OMR Architects.
- IX. John Flaherty discussed the draft for OPM Request for Services which we modeled after the Wayland Public Schools. We have put in specific information pertaining to our high school. The steps taken to request for an OPM would be 1) Advertise for a couple of weeks; 2) Proposals sent in; 3) Review proposals; 4) Select at least three finalists to interview. Jerry Wedge discussed having a sub-committee to review the proposals and recommend at least three finalists to the full committee. Volunteers for the subcommittee included Peter Nobile, Sergio Siani, Jerry Wedge, Stan Durlacher, Dave Anderson, John Flaherty and Diana Rigby. It is conceivable that after meeting all deadlines we may have an OPM contract signed by the end of September or early October.
- X. Michelle Ernst has agreed to set up the CCHS Building Committee Website. Brian Miller offered to help Michelle with the website.
- XI. Thank you all for coming. Please let us know if you are unable to attend the next few meetings so will we know if we have a quorum.
- XII. Motion to Adjourn
A motion was made to adjourn by Jerry Wedge at 6:55 PM

Respectfully submitted,
Leona Palmaccio

Approved: 7.28.10