

Present: Kim Appleby (Chair), Tori Manzi, Jerry White, Joanne Richards, Rich Barratt, Kristin Collins Sherry Moody, Beth Fisher, Rick Migliore, Ron Lamarre, Lavallee Brensinger Architects; Staff: Brandon Soards, Danica Wooster

Committee meeting began at 4:09 PM. Sherry handed out a draft “Request for Qualifications” for a Project Coordinator position. The committee discussed when the position needs to begin. Ron felt the most crucial time for the position to begin would be part-time in early August when the construction documents go out for bid. During the bid period, they would work part-time and eventually be on site full time during construction. Ron discussed the site work and how LBA works with a Project Coordinator. He informed the committee about how unforeseen conditions and errors and omissions are dealt with during the project. Ron also expects there will be some errors in the construction documents. Ron felt the coordinator’s most important skill is communicating with the architect, contractor and owner. Ron discussed the importance of maintaining a schedule and how the coordinator plays a role in keeping a project moving forward. He talked about LBA’s expectations for a coordinator’s experience in construction projects. Ron expects we will advertise and interview this spring. Jerry would like to see a meeting held with the general contractor (including sub-contractors), the architect and owner so everyone understands the scope of the project and how decisions are made. Kim asked how difficult it will be to find a project coordinator. Ron expects it won’t be easy and recommends advertising in March and having a contract in place by end of June. He did a brief overview of the project itself and commissioning the building in June, 2019. Kim asked about how the bid process works. Ron advised the bidders will also have a meeting or two where they can ask questions about the project. The committee discussed getting an ad out to the local newspapers and a timeline.

Ron advised he has met with the staff again and also the State Fire Marshall’s Office. He has received good information from the faculty and engineers are putting the design together. A phone conference was held today with a geo-thermal company and they will get us some pricing. Ron also expressed some concern about a lack of sub-contractors in the area in the electrical and mechanical trades. He noted some changes in the design of the exterior of the building. The garage is now out of the building and he is working with Gartley & Dorsky on locating the garage. The committee also discussed attending the next Rockland Planning Board meeting on February 21<sup>st</sup> where Bill Lane will be discussing the permitting process.

Kim discussed upcoming meetings. She proposed having one meeting in February as the board meets the 3<sup>rd</sup> Wednesday that month.

Tori met with Marianne and discussed holding an event in March. They would like a focus group to help create an educational plan for the new facility. They want input on additional uses for the building. The event would be held in the day time and personal invitations would go out to advisory group members, community members and various industry leaders. Tori would like the committee to come up with a date in March or early April. Beth discussed holding the event on a Friday so as to not coincide with café’. Kim thought holding it off-site may be a good idea. Maximum attendees would be 30 to 40 and RSVP’s required. Beth suggested having an event coordinator.

The committee adjourned at 6:20 PM.