

**Minutes of the  
Gorham Randolph Shelburne Cooperative School District Building Committee  
Tuesday, March 21, 2006  
Family Resource Center**

**Building Committee Present:** Craig Burcalow, John Carpenter, Robert Demers, Conrad Deutsch, Reed Leberman, Ben Mayerson, Dennis Pednault, and Jean Tremblay

**Absent:** Kathleen Kelley had a previous commitment.

**School Board Reps:** Jo Carpenter, Jay Holmes

**Administration Present:** Paul Bousquet, Patrick Low, Keith Parent, Pauline Plourde

**Public:** Gail Scott – Berlin Daily Sun

I. Call to Order -

By Ben Mayerson, Chair @ 6:00 pm

II. Approval of Minutes from 3/7/06 meeting-  
**Motion to accept made by Jean, seconded by Bob, after a brief discussion to correct a grammatical mistake; vote was unanimous to accept.**

III. Results of District Vote -

**This was brief discussion on the successful funding vote, and work that is ahead of The Committee.**

IV. Finance-

**Ben/Pauline reported that mailer cost \$289.00 to print and \$146.88 for postage - balance remaining in 05-06 account is 14,482.32. Ben commented that this balance will undoubtedly be used for work that will begin shortly.**

V. Interview process with HKT and Banwell.

**Ben/Pauline distributed packets to all of the Committee. In them were the questions that would be asked at the meeting, along with a letter to each of the firms, with questions that needed additional time for them to respond to. Ben said none of these pre-submitted questions required, in his opinion a spontaneous answer, meaning that facts were more important than reaction, from the firms. Ben, Craig, Dennis, Jean, John, and Reed were designated to ask specific questions from the list, to be presented at the interview. Ben suggested that the format of the 1 hour be as follows: The firm would have 5 - 10 minutes for an opening presentation. Each question from the list would be asked and responded to within 5 minutes (+/-). Any remaining time at the end would be used for the firm to ask any of their questions and/or follow-up from the Committee. Pauline would keep the time. Committee members agreed to that plan**

VI. Meet and interview RFP respondent firms

a. HKT (6:30 - 7:30)

**Four representatives from HKT gave an opening presentation and responded to the questions the Committee had prepared. They asked a few questions of us, and we followed up on some related issues. The interview lasted one hour and was followed**

by a short break while we spoke impromptu to HKT. Banwell's rep then came in and setup.

b. Banwell (7:30 – 8:30)

One representative from Banwell gave an opening Power Point presentation, which lasted about ten minutes. The Committee then asked the same questions that had been asked of HKT. At the conclusion of that, Ben asked if Banwell's rep had any questions for us. We asked a few follow-up questions. He summarized his interest in the project concluding the interview, which lasted about 60 minutes.

*MOTION TO GO INTO NON PUBLIC SESSION was made by Dennis and seconded by John. A vote in the affirmative was unanimous.*

- VII. Review of presentations and Q/A
  - a. Recommendation(s) to the Coop Board
    - i. They meet 3/22.

*MOTION TO END NON PUBLIC SESSION made by John and seconded by Dennis. A vote in the affirmative was unanimous.*

- VIII. New England School Facilities & Maintenance Conference
  - a. Should we book this? Deadline March 30

**Due to lateness of the hour this was not discussed.**

IX. Other

**Due to lateness of the hour this was not discussed.**

- a. Public comment

**There was no public present**

X. Next Meeting

- a. Agenda

**Next meeting will include normal business and an item pertaining to block timeline scheduling. Committee members were asked to send any agenda items they may wish to include to Ben no later than 3/28/06**

- b. 4/4/06 @ 6:30pm – where?

**Next meeting will take place on 4/4/06 @ 6:30pm at the FRC Family Strength Office**

XI. Adjournment

**Motion to adjourn was made by Bob, seconded by John. (Ben thanked all present for their hard work.) Vote in the affirmative was unanimous. Meeting was adjourned at 9:45pm**

bwm