I. **Call to Order**
West Elementary School Building Committee Chair, Paula Colby Clements, opened the meeting at 7:30 A.M. in the School Committee Meeting Room in the School Administration Building.

II. **Open Session**
A. **Update on July 23, 2019 MSBA Meeting regarding: Architect Selection**
Dr. Berman provided an update of the meeting with MSBA. The Chair of the Design Selection Panel at MSBA did not consider two bids to be competitive and did not agree that the language for a Model School should be included in the RFP because of the enrollment percentage requirements and not making a pre-school a priority. It was suggested that Andover should consider resubmitting an RFP. Andrew Flanagan said the best option was to start a process to recalibrate and go back out to the bidding process.

B. **Discussion of the new RFP to seek additional bids from architects**
Although we had the mandate with two RFP's, it was agreed to present the decision to re-bid, without the Model School requirement, to the West Elementary School Building Committee.

Paula reported on her conversation with Brian DeFilippis from PMA Consultants (who wanted to attend today’s meeting) about the dangers of re-bidding, one of which is that no one would bid. Brian called both DRA and Tappe, explained the situation and both firms are still very interested especially now that the Model School requirement will be removed. Brian also called around to other architect/designer firms to let them know that Andover may re-bid, and the feedback was positive so it appears there is still a lot of interest.
Proposed Timeline:
August 7th        RFP goes live
August 14th      Site walk-thru
September 4th    Proposals due
September 12th   Proposals delivered to MSBA
September 12th   West El School Building Committee Meeting
October 1st      Meeting with MSBA and architects that submitted bids.

C. Vote to authorize new RFP
Dr. Berman moved to authorize that new Request for Proposal (RFP) for architects for the West Elementary School Building Project knowing that the new bid will not include the Model School language. The motion was seconded by Siggy Pfendler. Roll call vote: Paul Rollins-Y, Andrew Flanagan-Y, Susan McCready-Y, Shelley Berman-Y, Paula Colby-Clements-Y. Motion passes 5-0.

Instructions for the Education Program will be provided by MSBA after the selection of an architectural firm and not in advance of the process because it is very prescriptive.

III. Adjournment
On a motion by Andrew Flanagan and seconded by Shelley Berman, the West Elementary School Building Committee voted to adjourn the meeting of July 26, 2019 at 8:00 A.M. Roll Call: Paul Rollins-Y, Susan McCready-Y, Shelley Berman-Y, Andrew Flanagan-Y, Siggy Pfendler-Y, and Paula Colby-Clements-Y. Motion passes 5-0.

Respectfully submitted,

Dee DeLorenzo
Recorder