

**Concord Middle School Building Committee**  
**OPM Subcommittee**  
**Meeting Minutes**  
**August 6, 2019**

**PRESENT:** Frank Cannon, Dawn Guarriello, Kate Hanley, Laurie Hunter, Jared Stanton

**Call to Order**

Ms. Guarriello called the meeting to order at 8:35 AM in Conference Room 4 of the Ripley Building.

**Discussion of current status of OPM response to RFS**

Dr. Hunter suggested honoring the fact that some of the applicants may not be moving forward by referencing them by number instead of name. Dr. Hunter shared a spreadsheet of the criteria for scoring the applicants. The subcommittee discussed how many applicants to bring forward to the larger committee and agreed upon creating a short list at the next Building Committee meeting.

**Review of OPM Applicants**

The subcommittee reviewed the applicants, scoring each of them according to the criteria on the spreadsheet and agreed not to move forward with one of the applicants because they didn't meet the minimum requirements.

**Recommendation of short list to CMS Building Committee**

The subcommittee agreed to do reference checks on the 6 highest scoring applicants and bring those to the larger Building Committee meeting in order to further narrow the list down to 3. Ms. Guarriello shared MSBA's reference questions. The subcommittee discussed their approach to conducting the references and obtaining feedback.

A motion to adjourn was made by Mr. Cannon, seconded by, Dr. Hunter. The motion was unanimously approved and the meeting adjourned at 10:38 AM.

Respectfully Submitted,

Erin Higgins  
Recording Secretary

Approved: 9.19.19

Attached: OPM scoring sheet

