

**Preliminary Rink Design Committee (PRDC)  
Final Meeting Minutes  
Thursday, December 30, 2021  
Virtual Zoom Meeting  
7:30 AM**

**RECEIVED  
TOWN CLERK  
BELMONT, MA**

DATE: February 23, 2022  
TIME: 8:20 AM

*Preliminary Rink Design Committee (PRDC) Members Virtually Attending:*

Mark Haley, William Shea, Stephen Sala, Tom Caputo, Dante Muzzioli, Meg Moriarty, Frank French

*Others in Attendance:* Town Clerk Cushman

**I. Call to Order of the Preliminary Rink Design Committee (PRDC)**

The Preliminary Rink Design Committee was called to order at 7:33 a.m. by Chair Haley.

**II. Discuss *Draft* of RFQ (Request for Qualifications) for the Engagement of an OPM (Owner's Project Management) and Schedule to Advertise**

Chair Haley reviewed with Committee members the draft RFQ to engage an OPM. He discussed the proposed draft schedule and the potential interview process. The RFQ materials will be sent to the group electronically with paper follow up. Chair Haley discussed the tracking down of certain rink documents. He noted that this is needed by next Wednesday, Jan. 5. Town Clerk Cushman will work to track the documents down.

Chair Haley next discussed the Designer Selection interview and selection process. He noted that the OPM is supposed to be involved in the Design Selection process, but he/she may not be hired yet. The Committee agreed that the aggressive schedule seems appropriate. Mr. Caputo added that the Select Board will need to review the OPM's contract. Chair Haley then discussed the scope of work, preliminary design, preconstruction, and design phases. He noted that the Building Committee, once appointed, may want to adjust things. Town Clerk Cushman offered edits (concerning the PRDC's actual charge) to the document.

**III. Discuss Program for Rink and Locker Rooms (meetings with School Dept.)**

A short discussion ensued concerning the "expanded locker room" language. Chair Haley noted that the locker room area will also involve discussions with the School Committee (SC). Town Clerk Cushman spoke to what the SC will control, what the Select Board controls, and what falls under this committee. Ms. Moriarty added that it will be important to keep the SC in the loop concerning discussions on the rink's location and the expanded locker rooms.

Chair Haley then discussed the three options that have been put forth for the rink location, noting that they are all near Harris Field. This topic was briefly explored including what falls under the PRDC's charge. Mr. Caputo noted that the High/Middle School Building Committee's work needs to be kept in these conversations.

*Mr. Muzzioli moved:* To advertise for the OPM application today and begin the process on Jan. 5.

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The motion passed unanimously via a roll call vote of 7-0-0. (Yes: Mark Haley, William Shea, Steve Sala, Tom Caputo, Dante Muzzioli, Meg Moriarty, Frank French)

Chair Haley will place the ad today and will reach out to the Select Board to discuss this process as well as to clarify the PRDC's charge. Ms. Moriarty will raise this topic with the SC.

#### **IV. Town/Committee Web Site**

Chair Haley will send the web site link to Committee members. Meeting Minutes and Committee related documents will be posted there.

#### **V. Approval of meeting Minutes (16 Dec. 2021)**

The 12/16/21 set of Minutes will be approved at the next meeting, as Lisa did not have Chair Haley's email address. Ms. Moriarty will take the meeting Minutes at any meeting Lisa cannot attend, until a permanent person can be hired.

#### **VI. New Business / Next Meeting**

Chair Haley asked if there was New Business.

Mr. Caputo suggested that the public forum dates be discussed and scheduled soon. He raised the topic of the rink "programs" noting that the public and SC will want to participate in these discussions. The Committee discussed issues relating the program (specifically locker rooms) and what the SC will need to address at an upcoming meeting. Ms. Moriarty noted that she has been in conversation with Superintendent Phelan. Chair Haley added that he is willing to attend a SC meeting, if this would be helpful.

Next PRDC Meeting:

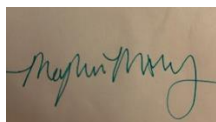
Thursday, January 13, 2022, 7:30 AM to discuss the program

#### **VII. Adjournment**

Preliminary Rink Design Committee (PRDC) Chair Haley ended the PRDC meeting at 8:29 a.m., following a motion made by Mr. French. (A unanimous roll call vote was taken.)

Respectfully submitted by:

Lisa Gibalerio



Approved:

Meg Moriarty, Secretary

2/22/22

Date

FINAL