Concord School District Board of Education  
Capital Facilities Committee

Committee: Capital Facilities  
Date: May 18, 2016  
Capital Facilities Committee members present: Rusty Cofrin, chair, Jim Richards, Nathan Fennessy, Tom Croteau  
Other Board members present: Clint Cogswell, Maureen Redmond-Scura  
Administration: Terri Forsten, Superintendent, Matt Cashman, Director of Facilities and Planning, Jack Dunn, Business Administrator  
Community members: John Teague, Legal Counsel for CSD

The meeting was called to order by Rusty Cofrin at 5:33 p.m. The purpose of the meeting was to review revisions to the RFP that had been discussed and requested at the April Capital Facilities meeting. Mr. Cofrin turned the meeting over to Superintendent Forsten and Jack Dunn. Mr. Dunn introduced Attorney John Teague, who has been Concord School District’s legal counsel for 42 years and has assisted in preparing the revised RFP.

Attorney Teague reviewed each section of the revised RFP, explaining that it was actually two studies combined. There were architectural as well as educational components of this study. The RFP was specifically written to allow for the District to pick and choose from proposals that are submitted, without being too restrictive. A few key points that resulted from requests made during the April RFP presentation were emphasized. Attorney Teague pointed out that the RFP allows the District the right to be selective and should prevent any bidding firms from becoming disgruntled. Attorney Teague also pointed out the new Addenda of the RFP, which was strictly for the educational specifications. This was intended for firms that might be interested in only this portion of the RFP.

The ensuing discussion included specific concerns about language that should be adjusted or added.

The Committee voted 4-0 to present the revised RFP to the full Board (motioned by Tom Croteau, seconded by Jim Richards).

The Committee voted 4-0 to adjourn (motioned by Nathan Fennessy, seconded by Mr. Richards).

The meeting adjourned at 6:10 p.m.

Respectfully submitted,

Rusty Cofrin  
Matt Cashman, recorder