

DESIGNER SELECTION BOARD

MINUTES OF THE 986TH MEETING, WEDNESDAY JANUARY 8, 2020 AT 8:30 A.M, 10TH FLOOR CHARLES RIVER ROOM, MCCORMACK BUILDING, ONE ASHBURTON PLACE, BOSTON, MA 02108.

1. ROLL CALL:

The Designer Selection Board Meeting was called to order at 8:40 a.m.

MEMBERS PRESENT:

Rebecca Sherer, P.E., Chairwoman	Registered Engineer
Martha Blakey Smith, AIA	Registered Architect
Jessica Tsymbal, AIA, LEED AP	Registered Architect
Elise F. Woodward, AIA	Registered Architect
David A. Chappell, P.E.	Registered Engineer
Daniel M. Carson, P.E.	Registered Engineer
Kenneth Wexler	General Contractor
Virginia Greiman	Public Member

MEMBERS ABSENT:

Alan Ricks, AIA, Vice Chairman	Registered Architect
Gregory E. Brown, P.E.	Registered Engineer
Janice M. Bergeron	Public Member

Present for the DSB staff, Bill Perkins, Executive Director, Claire G. Hester, Program Coordinator III and Roberto Melendez, Program Coordinator I.

2. MINUTES OF THE PREVIOUS MEETING:

The minutes of the 985th December 18, 2019 meeting were approved.

On a motion to approve the minutes of the 985th December 18, 2019 meeting by Elise Woodward seconded by Martha Blakey Smith. Motion was approved unanimously.

3. VISITORS:

None

4. NEW BUSINESS: Board Business

The Board discussed some of the following (outline attached):

1. **Operational Issues Update and Discussion**

- 1A - DSB Regulations – The Board will review and vote to close on this matter on February 5, 2020
Claire Hester will send out an email to the members for comments due back the Tuesday before this meeting.
- 1B - Video Policy – This policy will remain in place – see Board Policies on Boardvantage
- 1C - Public Comment Period – The public will get 5-10 mins to ask general questions at the end of the meeting – tabling this item for more discussion
- 1D - Paperless File Storage – Getting this information online. What data is currently sortable? What is Autocene going to be able to sort? The board requested that the DSB be able to retrieve firm and project information from July 2018 to current. Bill Perkins will provide more information to the Board on how to retrieve information on prime and sub consultants such as financial (from Sec. 9 of the application), MBE/WBE participation, project information, etc. – tabling this item to February 5, 2020
- 1E - Errors Policy – This policy will remain the same until Autocene is fully implemented– see Board Policies on Boardvantage
- 1F - Boardvantage Training – Training information for Boardvantage will be on March 18, 2020
- 1G - M.G.L. 7c§44-58 Update – The Board will review at the February 5, 2020 meeting with the DSB Regulations
- 1H - DSB Guidelines – The Board will review on March 18, 2020
- 1I - Website – Re-design website once Autocene is fully implemented
- 1J - DSB Forms – See Jessica Tsymbal's application comments on Autocene below
- 1K - DSB Member Theme Discussion – Liz Minnis from DCAMM will be present at the next meeting January 22, 2020. Claire email the members; members will review the topics and the top 3 most popular themes will be generated by the Board and discussed at this meeting with DCAMM.

2. **Autocene Discussion (Attached comments from Jessica Tsymbal on DSB application)**

Jessica made a presentation to the Board to discuss her comments on the online application. She will work with Bill to update the application form. Bill informed the Board that he has two speaking engagements next month at the BSA and ACEC on the new online process using Autocene. The Board wants a firm date set for the project application process in Autocene. Roberto Melendez did place a statement on our website that all firms must be registered and submit a disclosure form in Autocene starting January 2020. Bill stated that he spoke to a couple of firms that promised to fill out the test application, but to date has not done so. The Board told Bill to reach out to other firms again to perform a test application submittal in Autocene. He will report back to the Board at the next couple of meetings.

5. **MOTION TO ADJOURN:** The Board adjourned at 11:35 a.m.

On a motion to adjourn by Martha Blakey Smith, seconded by David Chappell. Motion was approved unanimously.

6. **NEXT MEETING:**

WEDNESDAY, JANUARY 22, 2020, at 8:40 a.m.

Submitted by: *Claire G. Hester*

Approved by: *Rebecca Shivers*