

Minutes of the Municipal Building Committee
Tuesday, April 5 , 2015, 5:00 pm, Whately Town Hall

Present were Chairman Paul Newlin, Virginia Allis, Adelia Bardwell, Anita Husted, Judy Markland, Fred Orloski, and Darcy Tozier.

The minutes of the March 26 meeting were approved.

Paul reported that Dan Denehy's warrant item for purchase of the WRMLS building would be going forward with a revised amount of \$815,000.

He also noted that Mark had met with Andrea, the FRCOG bid expert, who clarified that the work being requested in the RFP is for design services. For design services, an RFP must be issued for any amount greater than \$10,000, not the \$35,000 trigger discussed at the last meeting.

Judy reported that Mark had succeeded in getting Andrea to agree to work with our RFP, since it is in reasonably good shape. He expects her services to cost about \$1000, which he plans to pay with some of the remaining MOPC funding. Andrea noted that the draft RFP did not include any work for a needs analysis for a community center. Judy explained that this had been deliberate and that the wording reflected her understanding that no conceptual designs are sought for a community center, just cost estimates for stabilizing the building, bringing it up to code, and making it accessible. It was agreed to clarify this in the RFP draft.

Mark forwarded a letter dated April 1, 2015 from the chair of the SCEMS Board of Oversight, confirming SCEMS desire to occupy space at the WRMLS building and noting that they have budgeted \$32,000/year for rent. Given this statement of intent, the committee agreed to include conceptual design services and cost estimates for SCEMS in the RFP.

The group discussed the need to compress the RFP schedule in order to get the library system to agree to hold the WRMLS building off the market. Having the SCEMS board participate in a timely manner is critical. Judy volunteered to draft a letter to the board to this effect.

The committee discussed the best way to communicate the current status of the town office project to the town. We decided to produce a mailing including a brief progress report on where things stand with the RFP and the Q&A document that Judy had drafted with answers to questions other than the costs of the two options. Judy distributed a revised draft of the Q&A with some additional questions included.

It was agreed to hold a meeting on Monday, April 13 at 7pm to discuss progress with FRCOG on the RFP, developments on the RFP timetable, and the mailing.

Respectfully submitted,
Judy Markland

documents discussed and on file:

letter from Chief Robert Ahearn, Chair, SCEMS Board, dated 4/1/2015

Town Office Consolidation Request for Proposals, version 2

untitled and undated memo from Judy Markland with town office options Q&A