

Meeting Minutes – January 7, 2014 Public Safety Building Committee

Attending the meeting are committee members Mark Tocci, Carol McLeod, Steve Brown, Laura Mailman, Ralph Spencer and Richard LeSavoy

Meeting commenced at 6:48 PM – Rich chaired the meeting in Eric’s absence

Carol made a motion to approve the minutes from the December 4 meeting. Ralph seconded the motion and the minutes were approved by a vote of 4-0 with one abstention.

Discussion:

- There majority of the meeting was spent reviewing and editing the draft Request for Proposal which was created by Mark.
- There were various discussions around the first few pages and details related to how the project is being described and the appropriate addresses and contacts.
- There was a review of the scope of work and the tasks listed in the draft with input on each.
- We reviewed the bidder qualifications and the evaluation methods.
- We discussed the idea of a “not to exceed” budget number which would be positioned at either \$40,000 or \$45,000.
- Chief Shears provided a “write up” on the Police Department issues and needs background. The committee also reviewed a document provided by Chief Spencer on the Fire Department and Emergency Management.
- The committee noted that we needed additional commentary from the DPW and would like elaboration on the Fire Department needs while separating Emergency Management and Ambulance
- Ideally, Mark will be able to paste in electronic versions of background information on each of the five departments.

The next meeting will be planned for Thursday, January 29 at 6:30 in the same Fire Station meeting room location.

The meeting adjourned at 8:00 PM