

Meeting Minutes – February 12, 2015

Public Safety Building Committee

Attending the meeting are committee members Mark Tocci, Carol McLeod, Eric Shears and Rick Pinciario, Ralph Spencer and Richard LeSavoy.

Meeting commenced at 6:39 PM

Carol made a motion to approve the minutes from the January 29 meeting. Rick seconded the motion and the minutes were approved unanimously.

The committee reviewed the fourth draft of the RFP and agreed on a timeline for proceeding as follows:

- Goal is to present the final RFP to the Town Selectmen on Monday, March 2 for their approval. A draft would be submitted to the Selectmen by Wednesday, February 25
- Target for advertising the bid would be Tuesday, March 3
- A pre-proposal meeting would be held at the Fire Station on Tuesday, March 31 at 10:00 AM
- The deadline for written questions would be Monday, April 27
- The bids would be due on Friday, May 1
- The committee will plan for two meetings if necessary to review the bids. These meetings will be Thursday, May 7 and Thursday May 14 at 6:30 PM at the Fire Station.
- Interviews with the final candidates will be planned for Thursday, May 28 at 6:00 PM at the Fire Station.
- The committee will plan another meeting to finalize our recommendations on Thursday, June 4 at 6:30 PM at the Fire Station.
- The plan is to present our final recommendation to the Selectmen on Monday, June 15 at which time we would expect the award of the contract to be made

There were questions as to the existence of any plans for the current building. Carol will check with Bob. If so, they could be scanned and included with the package

We agreed to exchange and comment on the final draft via email

The next meeting of the committee will be in conjunction with the Board of Selectmen's meeting on Monday, March 2 tentatively at 7:00 PM

The meeting adjourned