

Meeting Minutes – June 25, 2015  
Public Safety Building Committee

Attending this meeting are committee members Mark Tocci, Eric Shears, Rick Pinciaro and Steve Brown.

Bob Sinibaldi, Carol McLeod and Richard LeSavoy could not be in attendance but sent evaluation information via email to be included in the meeting.

The meeting commenced at 6:36 PM

Rick made a motion to accept the meeting minutes of the June 11, 2015 meeting. Mark seconded the motion and the minutes were approved unanimously.

The meeting scheduled for June 18, 2015 was cancelled to provide additional time to review the proposals.

The committee's only purpose tonight was to evaluate the proposals submitted and decide who we were going to interview.

Based upon the evaluations of those members present and those members who sent evaluations in the following firms were chosen for further review.

1. Kaestle Boos, New Britain, CT.
2. CSS, Wakefield, MA.
3. Reinhardt Associates, Agawam, MA.
4. Donham & Sweeney, Boston, MA.

In addition, the committee requested legal opinions on the following issues:

1. Can we include and evaluate HKT in the process? A few members liked their proposal but the committee had previously disqualified them as they had included a price in the technical proposal package.
2. Can we interview more than 3 firms if necessary? Not sure if we are held to three as indicated in the RFP.

Chief Shears will request the legal review from K&P.

The committee also discussed the interviews and how they should proceed. The committee discussed coming up with specific questions to be asked of the firms as they presented during the interview. Members should begin thinking about what questions need to be asked.

The members of the committee will review the above listed proposals and decide at the next meeting who will be invited for interviews.

The next meeting of the committee will be on Thursday, July 16, 2015 at 6:30 PM. The meeting will be held at the Merrimac Fire Department's meeting room.

The meeting adjourned at approximately 7:45 PM