

TOWN OF ARUNDEL

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AD-HOC BUILDING COMMITTEE

Tuesday August 14, 2018

7PM MLDay Library

Selectmen: Danylik-Labbe-Dubois-Nedeau

Building Committee: Jack Turcotte, Richard Fitzmorris, Jack Reetz, Steve Dalzell, John Bell, Ethan Davis, & Rob Ingwersen

Staff: Keith Trefethen

-Meeting called to order by Chairman Jack Turcotte @ 7PM

-MOTION Reetz second Bell "approve minutes of July 17, 2018 as presented and reviewed" passed.

-The committee focused on the (5) proposals from architectural firms for the Building project. The proposals came from Whipple-Calender Architects, Lassel Architects, Oak Point Associates, Gawron Turgeon Architects, & Port City Architects. Prior to beginning the review of the materials Committee member Fitzmorris shared some background work he did on each firm and detailed the similar projects and or municipal projects they had worked on. Committee member Reetz shared with the Committee a scoring sheet he had developed for interviews but that could also be used while reviewing the materials. The Committee then took an hour to review the materials just received.

-After the hour review the group went person to person to comment on the packages and share their observations with their fellow members.

-From this discussion several items were identified. Contact would be made to each firm. Specific questions would be asked to each group covering Scope of work to be performed, exact cost of construction based upon the preliminary designed shared with all groups and the groups opinion that a not to exceed cost for their work should be part of the agreement. Keith, Jack & Rob will develop a letter to go to each firm to obtain these answers.

-The group also decided to interview all five architects that provided a proposal. The group will meet again on Tuesday the 21st to develop these interview question and discuss when the interviews will occur. It was decided that 2 interviews a night was enough so the group will decide when they will take place.

-Meeting was adjourned @ 9PM

-Next meeting 8-21-18 7PM at the School