

TOWN OF ARUNDEL

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AD-HOC BUILDING COMMITTEE

Tuesday August 21, 2018

7PM MLDay Library

Selectmen: Danylik-Labbe-Dubois-Nedeau

Building Committee: Jack Turcotte, Richard Fitzmorris, Jack Reetz, John Bell ,
Ethan Davis

Staff: Keith Trefethen

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

-MOTION Reetz second Bell "approve minutes of August 14, 2018 as presented and reviewed" passed.

-The committee began a review of the interview questions that would be developed and asked of the Architects. Jack Reetz had provided a (7) question form that he had worked on with Committee member Steve Dalzell. A discussion and modification of the questions took place with Chairman Turcotte writing down the modification. A clean questionnaire will be provided to the membership after final question are developed by Chairman Turcotte.

-Two invitation letters to be sent to the Architects were reviewed by the Group. Both letters had good information to be shared with the Architects. The consensus was that the letter to be written needs to be toned down a bit and more inviting to the Architects. Chairman Turcotte and TM Trefethen will complete the draft letter and send it to the Architect firms.

-September 17th-18th-19th will be set aside by the Committee for Interviews several locations for these interviews may be used (Town Office-Fire Station-Library). This schedule will be established by the Town Manager and notification will be provided to the Committee.

-Meeting was adjourned @ 8:35PM