

Received: MARCH 24, 2009
Office of the Town Clerk

Public Safety Facility Renovations Planning Committee Agenda
7:00 P.M. Thursday, January 15, 2009
Durham Fire House
Meeting Minutes

In Attendance

Ed Mik Jr., Sue Wimler, Francis Willett, B.J. Joyce, Andy Meiman, David Heer, Peter Lowe, Duncan Milne

Absent - Harry Hall, Scott Wright, Jay McKernan, Frank Behrens, Rick Parmelee

Public Attendance - None

1. **Call to order**
2. **Approval of the Agenda** – P.J. Joyce, Andy second
3. **Approval of the Minutes from 12/18/2008**
Approve as Amended with Date. B.J Joyce, Andy Meiman
4. **General Discussion**
Two Members Resignation– Jay McKernan, John Brownell, Jr
Absentee Resignation - Rick Parmelee
Andy, David to speak to Laura about new appointments.

Andy and David since last meeting met with the historic district commission. Diane McKane will be submitting to the CT state preservation trust, grant for funding assessment of Historical Building Projects.

Reviewed RFQ Draft

Andy to speak to Kim about Web Page- Kim to Build Out the Web Page for PSFRPC Web Page. So that Project Documents Can be put on website.

CHARGE
PROJECT DOCUMENTS
RFQ
RFP

Create TOD email address: psfrpc@townofdurhamct.org
<https://mail.townofdurhamct.org/exchange>
Login psfrpc/durham2008

Long Discussion about the RFQ process and what needs to go into the RFQ letter. We agreed that we would review the final draft of the RFQ with Mary-Jane.

Target Date to Send out RFQ by January 29th.
Due Date for them to send back their RFQ by February 20th.
RFP to go out on March

Motion to approve the RFQ Draft as amended. – Ed and BJ.

David to go to town for approval and send RFQ when ready.

Motion to go ahead with sending the RFQ out with Mary-Jane approval. Mary-Jane to manage the RFQ Mailing and Public Notice. BJ, Duncan Second - Motion Passed

Motion from Ed to approve the Schedule as sent to group. BJ Second – Motion Passed

5. New Business

6. **Motion to Adjourn** at 08:38pm
David and Ed - Approved

Respectfully Submitted,



Francis S. Willett – Secretary
Public Safety Facility Renovations Planning Committee