

Public Safety Facility Renovations Planning Committee
7:00 P.M. Thursday, March 5, 2009
Durham Fire House

Minutes

In Attendance

Ed Mik Jr, Andy Meiman, Peter Lowe , Duncan Milne, Sue Wimler, Frank Behrens

Absent - Harry Hall, Scott Wright, B.J. Joyce, David Heer, Francis Willett

Public Attendance - None

1. **Call to order** – 7:10 p.m.

2. **Approval of the Agenda**

Motion to approve: Frank Behrens Second: Peter Lowe
Agenda approved on a voice vote.

3. **Approval of the Minutes from 02/26/2008**

Motion to approve: Frank Behrens Second: Ed Mik, Jr.
Minutes approved on a voice vote.

4. **General Discussion**

Minutes from previous meetings

The Town Clerk notified the Committee Chairs that minutes were not filed with that office for meetings in January and agendas were not submitted for February. The Chairs were reminded that minutes must be filed within one week of the meeting, and agendas submitted at least 48 hours before a scheduled meeting. Since that correspondence, all minutes not previously filed have been submitted and posted on the town's website.

RFQ Evaluations

Assessments of the RFQ packages were submitted by those members present. Since four members (three ex-officio and one regular member) have not yet sent in their assessments, it was not possible to finalize a selection of firms for the next phase of the process. Once the outstanding assessments are returned, an arithmetic formula will be applied to the assessment results.

Andy Meiman will contact members for their assessments. Consistent with earlier discussion, the input of the ex-officio members is valuable, but only full members will be able to vote on selections made by the group.

Members discussed the possibility of a special meeting next week to finalize this portion of the process. That would allow the Committee to stay on schedule to discuss and revise the RFP document.

Committee Vacancies

It is anticipated that names of interested volunteers will be discussed at the next Board of Selectmen's meeting. Duncan Milne suggested it will be beneficial to have additional input for the RFP.

RFP Process

There was some discussion about the RFP process. Duncan Milne stated that the Committee should determine early on if we should go with a construction manager or general contractor.

Next Scheduled Meeting:

March 19th. There is interest in a special meeting next week, March 12th at 7:00 p.m. in the firehouse. Membership will be notified.

5. **New Business**

None

6. **Motion to Adjourn**

Motion to adjourn: Pete Lowe. Second: Frank Behrens.

Meeting adjourned at 8:05 p.m.

Respectfully submitted,

Andrew Meiman

PSFRPC Co-Chair, acting recording secretary.