

Received: May 1, 2009  
Office of the Town Clerk

**Public Safety Facility Renovations Planning Committee – Approved Minutes**  
**7:00 P.M. Thursday, April 16, 2009**  
**Durham Fire House**

**In Attendance**

Ed Mik Jr, Francis Willett, Andy Meiman, Frank Behrens, Tom Wilt, Peter Lowe, Christopher Flanagan, David Heer, Duncan Milne, Sue Wimler,

**Absent** - Scott Wright, Harry Hall, B.J. Joyce,

**Public Attendance** – None

1. **Call to order** - 07:05pm - Chairman Called meeting to order.
2. **Approval of the Agenda** – Motion Made - Ed Mik, Second - Frank Behrens
3. **Approval of the Minutes from 04/02/2009**  
Motion to approve minutes – Peter and Frank Behrens

**4. General Discussion**

RFP was sent to town (Jan Muraca) and forwarded to the CIRMA Town's Insurance Company. CIRMA would review if we required builders risk policies. Town Council already reviewed the draft and approved. To see if the Town should include the builders risk insurance into the contract/project.

David - Talked to Beth Moncata about the Committee's selection process. She reviewed that with Selectman and Mary-Jane Malavasi who approved the proposed selection process guidelines.

RFP will be sent out to selected companies. We are planning to give them 30 days to respond. And Walk thru will be scheduled two weeks after the RFP is sent out. May 21<sup>st</sup> at 6:00pm will be the walkthrough. May 28<sup>th</sup> would be the date for opening the responses.

Discussion on preliminary schedule to have the interviews to be done in the same week. Three nights (3,2,2). Group to think about tentative schedule of what would work for everyone's schedule.

Long Discussion about the interview meetings. How they should be managed, whether public should be included or executive session. Should we do closed scoring or should we have time to review our evaluation/scoring per session and submit after.

**MOTION made by Ed Mik, Second: Peter Lowe – Motion Passed**

Regarding Interview Sessions: Interview sessions will be executive session, 45 Minutes presentation, 15 minute Q&A session with firm. Committee would break 10 minutes to do

scoring and clarification will score during the break and scoring sheets will be sealed according to the procedure outlined in the RFP.

David will provide the Qualitative Criteria Components in a word document. Group to generate a list of questions for next meeting from the RFP scoring points. We will review list.

**5. New Business**

Next Meeting Scheduled for April 30th

**6. Motion to Adjourn @ 8:35pm**

Respectfully Submitted,

A handwritten signature in green ink, appearing to read "Francis S. Willett", with a long horizontal flourish extending to the right.

Francis S. Willett – Secretary

Public Safety Facility Renovations Planning Committee