

**Public Safety Facility Renovations Planning Committee - Minutes**  
**7:00 P.M. Thursday, April 30, 2009**  
**Durham Fire House**

**In Attendance**

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

**Absent** - Scott Wright, Harry Hall, B.J. Joyce, Tom Wilt, Sue Wimler      **Public Attendance** – None

1. **Call to order** - 07:15pm - Chairman Called meeting to order.
2. **Approval of the Minutes from 04/16/2009**  
Motion to approve minutes – Frank Behrens and Chris Flanagan
3. **Approval of the Agenda** – Motion Made - Frank Behrens, Second - Chris Flanagan
4. **General Discussion**  
10 Letters to the firms not selected were written by Chairman Meiman and will be mailed out tonight.

Discussion about the meeting minutes and agenda not being posted. Group agreed that there would be a Special Meeting to simply vote and approve the RFP. Give everyone who needs to comment on the final version of the RFP time to respond. Meeting will be on Thursday May 7<sup>th</sup> at 7:00pm.

Letters of acceptance and to expect RFP will be sent out for them to hold the date of the walkthrough on May 21<sup>st</sup>.

Group had discussion about walkthrough information that will be sent in the letter/RFP.

Updated Schedule:

May 7 <sup>th</sup>	Meeting to approve the RFP (7:00pm - FireHouse)
May 14 <sup>th</sup>	Walkthru of Vendors (6:00PM - FireHouse)
May 29 <sup>th</sup>	Opening of RFP – Part #1 (5:00PM – Town Hall)
June 19 <sup>th</sup>	Opening of RFP – Part #2 and final scoring (7:00PM - FireHouse)

**5. New Business**

Next Meeting Scheduled for May 7<sup>th</sup> @ 8:15pm

**6. Motion to Adjourn @ 8:15pm**

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