

**Public Safety Facility Renovations Planning Committee - Minutes**  
**7:00 P.M. Thursday, April 2, 2009**  
**Durham Fire House**

**In Attendance**

Ed Mik Jr, Francis Willett, Andy Meiman, Frank Behrens, Harry Hall, Tom Wilt, Peter Lowe, Christopher Flanagan, Sue Wimler, David Heer, B.J. Joyce

**Absent** - Scott Wright, Duncan Milne

**Public Attendance** – None

1. **Call to order** – Chairman Meiman called the meeting to order at 7:05pm.
2. **Approval of the Agenda – All Approved**
3. **Approval of the Minutes from 03/19/2009 - Motion Made- Ed Mik, Second Tom Wilt**
4. **General Discussion**

Chairman Meiman reviewed the draft RFP. He started by thanking Ed Mik, Jr. for his help pulling the RFP together for the committee. Committee reviewed draft of the sections.

Group reviewed the RFP Draft sections and made corrections to document. Chairman Heer, Meiman and Ed Mik will update document. Final Draft will be resent to committee in electronic form. Chairman will provide final draft to town's attorney for approval.

Some discussion occurred in reference to the format of the architect's proposal. The Committee should ask the town legal counsel whether the opening of the fee proposals must occur at a public meeting.

Discussion about what options we have with different buildings. How flexible will we be to change the locations of the departments? Group agreed that we needed to start with what we would like and see what options/designs feasibility studies that the RFP responses come back with.

Group agreed that we would interview all seven firms that were selected.

Frank Behrens questioned whether the uses of the buildings as stated in the RFP are locked in. Needs or uses of the structures may change depending on the results of preliminary studies.

RFP Review completed at 9:45pm

**5. New Business - NONE**

**6. Motion to Adjourn** – Meeting Adjourned at 9:45pm

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