

Town Hall Renovation Committee
Meeting Minutes June 10, 2008 @ 5:00 PM Town Hall

Present for the Committee and attending the meeting were: Bea Phear, Kent Healy, Ginny Jones, Bruce MacNelly, Jim Osmundsen, Jamie Doyle, Mike Josefek, Ernie Mendenhall, John Keenan, Antonia Kenney and Chuck Hodgkinson. Kathy Logue was absent.

Bea opened the meeting at 5:00 PM.

MEETING MINUTES: The June 3 minutes will be reviewed on June 17.

The group welcomed Mike Josefek as our Owner's Project Manager for the construction phase of the project. Jamie Doyle offered to stay on as needed to ensure a smooth transition. The Committee thanked Jamie for all of his contributions and hard work. Mike will also assist with and oversee the temporary town hall facilities installation and logistics.

BID SPECIFICATIONS: John K. and Antonia K. reviewed the latest version of architectural drawings and bid specifications dated June 15, 2008 (also Antonia's 29th birthday). There will be minor revisions made to both sets of documents before sending them to New England Repro-Graphics for printing. The only add/alternate calls for the addition of insulation to the basement. The only addendum item is the final design and specifications for the exterior accessible ramps.

Ernie offered to provide counsel and input to K&K and Mike J. during the bidding process. The group also thanked Ernie for all of his help over the past year.

The key dates are as follows:

June 18:	Bid Documents available for responses to the RFP.
July 8 @ 11 am:	Optional briefing and walk through for prospective bidders. Jen, Mike, John K. and Bea will host this session.
July 10:	Addenda finished and mailed to prospective bidders.
July 16:	Subcontractor bids due.
August 8:	General Contractor bids due.

The Committee agreed the documents for RFP responses will be distributed as follows:

1. Jen will set up an account with New England Repro-Graphics to mail architectural drawings and bid specifications to responders. Jen will work out a system that maintains a record of all mailings to ensure that all responders receive the exact same materials.
2. Jen will mail the following items to responders from Town Hall:
 - Cover letter.
 - A set of "loose forms" as a courtesy for the responders. These will also be included in the bid specifications book. K&K will prepare a list of all these documents for Jen's reference.
 - The Rise Engineering report from Cape Light Compact.
 - The "no asbestos" assessment and report.
 - The presence of lead paint assessment and report.

The following invoices were approved for payment:

- Gazette RFP ad \$110.
- K&K invoice \$3776.
- K&K cost for drawings \$5000.

With no further business to discuss the meeting adjourned at 6:15 PM.

Respectfully submitted by Chuck Hodgkinson.

Approved June 17, 2008