

Building Renovation/Restoration Committee

Draft Minutes

8/13/19 6:30 Town Hall Meeting Room

In Attendance: Kim Roberge, Mike Cardoza, Charles Schuessler, Bill McKinney

Committee discussed recommendations from Selectmen on altering RFQ based on timelines for bond funding as well as timeline for getting RFQ out to possible companies.

Dates were changed on RFQ to reflect release on 8/14/19.

Discussed companies to mail to....which companies may not be capable of lifting building due to foundations? Would like to get in the mail to Eckman Construction, Hutter Construction, Harvey Construction of NH, as well as Chapman Construction. Hopefully will have contact information to send directly to. Also make sure gets posted on Town website to keep public informed and get to Municipal Association to post there as well, many companies view that to see other RFQ's that may fall in their job set, will forward to town offices and ask if they can print out and mail to companies.

Discussion on lead and asbestos abatement? Who will be doing the sampling? Believe that will be a question that committee/town will be asked for from companies will to submit for the RFQ.

Viewed upstairs of Town Hall noted some knob & tub wiring still visible. Also noted wide decorative trim and many historic features. Committee will need input/ selectmen/ town to weigh in as to thoughts on what is being preserved, or what may need to be attempted to mimic/reproduce for renovation/remodel. Will need input from selectmen/office staff/town committees as to possible design for town offices included in CPW report...will that work? Need more meeting space? Still a bit premature but questions may be asked in RFQ process.

Discussed next meeting date – may not need anything until time to answer questions (10/14,15,16,17) for companies looking to respond. Or may need to have 1 before. Once start receiving questions will check with Selectmen office for meeting space availability to get on the calendar to reserve meeting room if possible. May just need access to the building.

Below is schedule listed on RFQ but is subject to change at any time by town. Not sure who will need pre-proposal brief or site visit and time can be changed if needed/requested

The anticipated schedule to be followed is:

Issue RFQ:	8/14/19
Pre-proposal briefing & site visit:	8/28/19 at 4 p.m.
Written Questions Due:	9/11/19
Answers Provided:	9/23/19
RFQ Response Due:	10/7/19
Interview(s):	Potential Dates are: October 14, 15, 16, 17
Selection:	11/5/19

Next meeting date – none at this time

Meeting ended at 7:00