

Town Hall Building Committee
January 18, 2023
Virtual Meeting via Zoom at 7:00pm

Members Present: Phil Lehr-Chairman, Wayne Sawchuk-Vice Chairman, Tucker Meehan, Carolyn Coffey, Mark Cameron, Gerhard Lubitz, Josiah Stevenson

Members Absent: None

Also attending: Jon Lemieux (Vertex), Natalie Eringros (JRA – Architects), Steven Kirby (Vertex), Michelle Leary

Agenda

1. CM Interview discussions and vote
2. Relocation
3. PR contract

Chairman Phil Lehr called the meeting to order at 7:08 p.m.

Construction Manager Interview discussions and vote

Jon Lemieux (Vertex) reported that three firms were prequalified and sent Request for Proposals (RFPs), of which only 2 responded (Commodore Builders and Dellbrook JK Scanlon). Both firms were interviewed however the written (financial) proposals had not been reviewed before the interviews.

Committee members summarized their initial impressions based on the interviews alone. Everyone felt either company would do a great job however there was a slight preference for Commodore Builders.

After reviewing the financials, Dellbrook had a lower price, however the financials included a very low Contingency Fee (1%) which was a concern. The Committee agreed that Jon Lemieux would go back to both firms to review their financials. The selection sub-committee would then meet on Monday January 23 to review and vote on which firm to recommend to the Select Board on Tuesday January 24.

Relocation

Committee member discussed the need to issue RFPs for relocation space for Town Hall employees that would be contingent on the Project vote. The Relocation plan needs to take in account the time needed to build out any location. In addition, there needs to be a plan to for vacating the existing Town Hall before construction begins.

PR Contract

Committee members met with JG PR in December and were impressed with their capabilities. The Committee felt that hiring the PR firm would be very helpful as the Committee does not have the wherewithal to do everything that is needed for public outreach so that townspeople can make an informed decision.

Carolyn Coffey moved that they hire John Guilfoil Public Relations LLC for \$9,500 for the duration of the project, seconded by Mark Cameron. Roll Call Vote: Gerhard Lubitz-Aye, Josiah Stevenson-Aye, Wayne Sawchuck -Aye, Carolyn Coffey-Aye, Mark Cameron-Aye, Tucker Meehan-Aye, Phil Lehr-Aye. The motion was approved unanimously.

Adjournment

Mark Cameron moved that the meeting be adjourned at 9:25 p.m., seconded by Wayne Sawchuck and approved unanimously.

Summary of Motions

VOTE: Carolyn Coffey moved that they hire John Guilfoil Public Relations LLC for \$9,500 for the duration of the project, seconded by Mark Cameron, and the motion was approved unanimously

Respectfully submitted by: Leontina R. Marcotulli