

**TOWN OFFICE COMMITTEE
MEETING MINUTES
JANUARY 23, 2006**

Present: Steve Pro; Chairman, Rick Carrier, Lester Fairbanks, Shirley Philbrick,

Absent: Susan Lawson-Kelleher, Neil Jenness, Deb Hogancamp,
Dave Provan; RightRoad

Discussion:

The Town Office Committee meeting began at 6:13 pm. Rick opened the meeting by updating the committee as to the A/E interview process. Rick explained that he had spoken with Neil and Lester already, compiled their results and they came up with either Bid 1 or Bid 2. Rick also explained that the interview task force is recommending going with Bid 1. Lester explained that both firms had excellent presentations; however the choice for Bid 1 was based on the location of the firm.

The committee decided to open the 2 top firm proposal envelopes. The 1st envelope opened was from Bid 1. Lester handed out Fee forms. The Fee for Bid 1 came in at \$ 199,000. The 2nd envelope opened was from Bid 2 at \$ 106,000. Lester noted that on the fee schedule from Bid 1 the fee for Task 5 Construction is a cost that would be for the following year. Lester also noted that there is a fee for Comprehensive Interior Design Package. It was noted that Bid 1 did not list reimbursable expenses as Bid 2 proposal does. There was a discussion on the number of hours set for Task 1 between the 2 firms. Bid 1 are asking for 225 hours, which seems a bit high. The proposal for Bid 2 was simple, the committee felt like not all charges were mentioned. The committee discussed negotiating with Bid 1. The committee would like to have the following budgets subtracted from the Bid 1 proposal.

RFP Response/Bid Submission	\$960
AE Team Interviews	\$1,350
Comprehensive Interior Design Package	\$14,200
Task 5 Construction Administration Services	\$35,775 (would be for following year)

The committee would like to negotiate the following budget fees.

Task 1 – Initial Planning and Goal Setting
Negotiation of GMP and Preparation for Bond Vote

Rick stated that he needs a dollar amount for the Public Hearing being held on Saturday. There was a discussion on how much to ask for. Rick explained that he has already put in a placeholder for \$200,000, but the amount can be adjusted at Town Meeting.

Rick explained that he would scan in the proposals from the top 2 firms and send them to Dave Provan for his input. Over the next month and a half the committee could work with Dave on the negotiations, and help the committee to see why the proposal fees are so different. Steve feels that the Initial Planning & Goal Setting could come down, since work has already been done with the Needs Assessment Study.

Rick made a motion to tentatively accept the proposal from Bid 1 pending fee negotiation and was 2nd by Lester. The motion carried.

The committee discussed meeting again to finalize the proposals. The committee decided to wait until after the Budget Committee votes, then meet, and that will give the team time to think things over before the Town Meeting.

Rick questioned the committee as to what he should say to firms that have been calling to check on the committee's decision. The committee decided that Rick should inform them that Bid 1 is our 1st choice pending negotiations, then Bid 2 then Bid 3. The committee decided to open the Bid 3 envelope. The contents of the Bid 3 envelope did not change the committee's mind; however their fees show the committee that they have some things to negotiate.

The next Town Office Committee meeting is scheduled for Monday, February 13, 2006 at 6:00 pm. The minutes from the January 9th meeting will be reviewed then.

There was a motion to adjourn at 6:55 pm. The motion carried.

Respectfully Submitted,

Jody Moreau
Town Office Committee Secretary