

Safety Services Committee
May 20, 2015
Draft

Members Present: Ed Thorson, Ron Williams, Patricia Sherman, Barbara Freeman, Alex Azodi

Mr. Thorson called the meeting to order at 3:28 p.m.

Mrs. Sherman nominated Ken Tentarelli as Chair. Mr. Thorson seconded.

In favor: Mr. Azodi, Mr. Williams, Mrs. Freeman.

Opposed: None

Mr. Thorson stated a Sunapee Town employee will be taking minutes from this day forward and is available Thursdays at 5:30pm. Mr. Thorson asked if members are in favor of future meetings on Thursdays at 5:30p.m. All member were in agreement. Mrs. Sherman suggested meeting twice a month. The members agreed to meet the 1st and 3rd Thursday or each month as needed.

Mr. Thorson handed out to individual members one copy of each of the eight RFQ's that were submitted below by:

Corzilius Matuszewski Krause Architects
Tenant Wallace Architects
Alba Architects
SMP Architecture
Frank Anzalone Associates
Warrenstreet
Bonin Architects
Dennis Mires PA

There was discussion on how to begin the selection process. Mrs. Sherman suggested each member write down what criteria they feel is the most important. Mrs. Sherman suggested after reading over each RFQ, members write down strengths and create a ranking list in order of preference. Mrs. Freeman suggested members look through RFQs and may choose to request more information to take into consideration before making their decision. After each member completes a list of preferences, the members will compare notes and move forward with selecting candidates to interview.

Mrs. Sherman suggested the Committee choose at least 3 and request the chosen 3 to respond to an RFP.

Mrs. Freeman asked if there was a timeline. Mr. Thorson said no timeline has been set. Mr. Thorson hopes the Geo technical information is complete by next town meeting. Mrs. Sherman hopes the design will be complete and cost will be established by next town meeting. Mrs. Sherman states a main goal is to first have one professional acting as leader to spear head the process.

Mrs. Freeman requests members are emailed a copy of original RFQ to use as a reference when making selections.

All members agreed to set the next meeting at 5:30p.m. on June 18th.

Mrs. Sherman stated that Dennis offered to see what grants are available for energy programs to assist in cost.

Meeting adjourned at 3:49 p.m.

Respectfully submitted,

Patricia Sweet-MacDonald
Recording Secretary

