

**Nelson Town Buildings Committee Minutes  
November 4, 2013**

**Attendees**

- David Upton
- Maury Collins
- Susan Hansel
- Russ Thomas
- Lisa Sieverts
- Sandy Mackenzie
- Bert Wingerson
- Bob Lenox
- absent
  - Rob Germeroth
  - Paul Hemmerich

**Action Items**

- Dave
  - Visit the Library Trustees meeting to catch them up on the project. Offer to share the meeting minutes.
  - Dave will work with Edie to send the RFP to the Three CM Candidates with the Revised Order of Priorities, the Mechanical Engineer's Report and the Structural Engineer's Report.
- Sandy
  - Offer MacMillan a walk-through
- Lisa
  - Format CM RFP and send to Edie

**Meeting called to order 6:17 PM**

**Motion to accept the minutes of 10/28 by Russ, second by Sandy**

- All in favor

**Dave has been in touch with Jeff Trexler and he will respond regarding the roof, and monitoring the building racking.**

**We will offer a walk-through for MacMillan since they are the only candidate who hasn't seen it. Sandy will contact them. David will do the walk-through.**

**We reviewed the draft [Construction Management RFP](#) and finalized the text. Lisa will format the document and send to Edie.**

**Construction Management Selection Schedule**

- November 6, 2013
  - Selectboard approves RFP
- November 7, 2013
  - Edie sends RFP by mail and email to 3 firms
    - Ingram Construction
    - Turnball Construction

- MacMillan Construction
- November 21, 2013, 2:00 PM
  - Proposals Due from CM candidates
- November 22, 2013 9 AM - noon
  - Interview (all candidates) by Town Buildings Committee
- November 26, 2013
  - Notice to Proceed communicated to selected Construction Management firm

**Meeting on November 22 needs to be posted as a joint meeting of the TBC and the Selectboard, and the decision on which CM to hire will be made at that session.**

### **Public Meeting?**

- Worried that we won't have budget numbers until December 31
- Selectboard has a pre-caucus in January
- But we haven't yet talked about the list of priorities with the town, and we should do this.
- SATURDAY DECEMBER 7th
  - Presenting the list of priorities
  - Getting input on some of the possible decisions

### **Next Meeting**

- Monday November 11th at 6 PM
  - Plan public session on December 7th
  - Prepare for CM interviews on November 22

**Motion to adjourn at 7:52 PM**