

**Nelson Town Buildings Committee**  
**6/11/13**

**Attendees**

Dave  
Russ  
Lisa  
Susan  
Sandy  
Rob  
Tom  
Bob  
absent  
Eric  
Mike

**Action Items**

Dave  
After the architect's walkthrough, send an update to the NTBC.  
Lisa  
Post RFP and supporting documents on the town of Nelson web page.

**Next Meeting:** Monday July 1 at 6 PM

**MINUTES**

Meeting opened at 6:07 PM  
Motion to accept the minutes by David, second by Tom, all in favor

**RFP Draft**

Minor changes

**RFP Process**

Need to develop ad for paper  
"The Town Of Nelson is soliciting Statements of Qualifications and Bids from architectural firms to provide professional architectural services to the Town and to serve in the role of Architect of Record for the Nelson Town Hall Renovation and Library Basement Improvements projects."  
Post on Town of Nelson web site - Lisa  
Make copies and send to the local architects  
Are there date requirements to be open?  
14 days is customary  
Ours will be open for about a month

**Motion to recommend the RFP document to Selectboard**, moved by Rob, second by David, all in favor.

**Walk thru for potential Architects on June 27th at 2 PM**

TBC members committed to attending

Bob

Dave

Russ

Susan

**Town Hall Repairs**

Shimming the floor

Mike deMartelly is able to help Wayne do this

Mike Tarr is working on the South side drainage problem

The water is already diverted to the better side

Lilacs

Ted Lenk says cut them back, dig them up, heel them in, and then put them back when the project is complete.

This should be done next Spring

Motion to adjourn, at 7:00 PM

**Next Meeting:** Monday July 1 at 6 PM, Town Offices, and in general, Mondays thereafter

Recap the June 27th Walk-through

Selection Criteria for Architects

Future meetings

Discuss funding options for the projects

Google Site

<https://sites.google.com/site/townhallrenovation/>