

Nelson Town Buildings Committee Minutes

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July 1, 2013

Attendees

- Dave
- Mike
- Susan
- Sandy
- Rob
- Lisa
- Russ
- Absent
 - Tom
 - Bob
 - Eric

Action Items

- Lisa
 - A2.2 Town Hall First Floor drawing needs to be posted on the web site
 - Ask Edie for the mailing list of Architects, and then post it on the web.
 - Make a draft Selection Criteria worksheet for discussion at next week's meeting
- Bob
 - Will you be able to find someone who can research all the email addresses for the architects? Lisa will send you the list from Edie.

Meeting called to order at 6 PM by the Chair.

Motion to approve the minutes

- Correction that the walk-through was at 11 AM not 2 PM on June 27th
- Dave moves to accept, and Sandy seconds. All in favor.

Recap and Questions from the Architects' Walk-thru on June 27th

- We believe that 16 Architects walked through on the 27th, though it is possible that not all attendees signed in.
- And 2 more did a walk-through with Dave today.

Discussion of how to manage our Selection Criteria for the proposals

Interviewing during the last week of July

- Between 3 and 5 firms should be interviewed
- We will meet on Monday, July 22, 6 PM, and each TBC member should have read and coded each proposal by that meeting,
 - At that meeting, we will decide which firms to interview.
- Schedule Architect Interviews on Friday July 26th (3–5 firms)
- TBC will meet on Monday July 29th 6 PM
 - Make recommendation to the Selectboard
- Selectmen will meet on Wednesday July 31st to vote

Next Meeting

- Monday, July 8th at 6 PM

Motion to adjourn at 7 PM by Russ, second by Sandy, all in favor