

TOWN OF HARVARD

MUNICIPAL BUILDING COMMITTEE



Meeting Minutes – Meeting #3 - 22 June 2011, 7:00PM, Hildreth House

Attendees

Pete Jackson, Doug Coots, Mark Cooper, Chris Cutler, Wade Holtzman, Lou Russo - Visitors- Joe Hutchinson (Harvard Press)

1. Meeting Started at 7:03
2. Discussion of RFP for OPM Draft: suggested that group all work in Word document to facilitate editing.
3. Discussion of meeting with Lorraine Leonard:

It was agreed that the RFQ notice be given a three week time period in order to ensure ample time, in case of any delay at the central register, for applicants to reply.

4. Resume discussion of RFS of OPM:

After a section-by-section review of RFS, it was decided that each section author would send in his/her edited section to Pete Jackson who will compile all of them and make it available to all members. Any additional edits made should be forwarded to the author of that section.

It was decided that we would try to have a final draft completed by our next meeting Tues., June 28th 7:30 am and if not possible by the Wed. June 29th meeting.

The hoped for date to go to the central register would be July 5th.

There was an agreement by members to contact counsel for review of contracts.

1. Discussion of the Committee Charge from the BOS:

After review and discussion of the Charge, the committee members agreed that no changes were necessary to the draft and would support its finalization by the BOS at their next meeting.

2. Discussion of Clerk for the committee:

Wade Holtzman will contact one more candidate.

3. Agenda discussion for next meeting:

Finalize RFS for OPM draft.

Members to bring in names and or sources for potential OPM candidates.

Next meeting at Old Library Tues., June 28th 7:30 am.

Meeting adjourned 8:31 pm.

Respectfully submitted, Chris Cutler