

TOWN OF HARVARD

MUNICIPAL BUILDING COMMITTEE



Meeting Minutes – Meeting # 45– 24 May 2012, 7:00PM – 8:00PM, Old Library

Attendees

Peter Jackson, Doug Coots, Chris Cutler

John Sayre-Scibona

Tim Clark

1. Approve minutes - No minutes to approve
2. Approve Invoices - No invoices to approve .
3. RFQ for next Phase

John - Interviews of candidates is not required. Basing the selection on the written proposals only, if sufficient, would save time. We could state that it is at the discretion of the MBC to hold interviews.

John will send out the notice to the Central Register for release of the RFQ on June 6. Lorraine will place ads in local papers. A site briefing will be scheduled for June 8. Proposals will be due June 20.

The RFQ should include a link to the Feb. 2011 MBC report as well as the Schematic design report for Town Hall.

We should emphasize that staying within the ATM approved budget.

The objective is to recommend a selection to the BoS in the last week in June. Tim Clark mentioned the timeline for Community Block Grants has to be considered.

John will draft an RFQ and send it to MBC members before the next meeting tentatively scheduled for May 30. It will need to be final for the June 6 release.

4. Committee Charge for Next Phase
Pete provided a draft charge for the BoS to consider. The BoS will consider our charge as early as the first meeting in June and could make committee appointments in the second meeting in June.

Tim Clark asked about fund raising. Fund raising could not be managed by the MBC. it should be a separate group and coordinated with the MBC.

5. Agenda for next meeting

Next meeting: Wednesday May, 30 7PM.

Pete Jackson