

TOWN HALL PRESERVATION COMMITTEE
TOWN OF HOOKSETT



MINUTES OF MEETING
December 30, 2013

Members present: Jim Sullivan, Kathie Northrup, Tom Walsh. Also present: Katie Rosengren, Dean Shankle, Jo Ann Duffy, Matt Lavoie.

Meeting called to order at 3:40 p.m. in the admin conference room.

Tom moved acceptance of the 12/16/13 minutes; Kathie seconded. Approved, with Jim abstaining (was not present at that meeting).

Pursuant to the RFP issued 11/20/13, eleven bids for architectural services were received before the 11 a.m. deadline on 12/20/13. They were opened by Christine Soucie and Mary Kelloway, financial department personnel. A summary of the bids is attached. A few more bids were received after the deadline so were not considered. A meeting was called to review the bids and choose a minimum of three firms to interview.

Katie advised that the Preservation Alliance is out of funding for these grants through the end of June 2014. The money for these grants came from a grant from LCHIP. The Alliance will be reapplying for LCHIP funding and suggested that we do also. Contact at LCHIP: Amy Dixon. Kathie mentioned the LCHIP Register; this consists of a mandatory form for all potential applicants to determine eligibility for funding.

Katie had reviewed all of the submissions. She advises that all offer the same services—what we asked for.

We are not required to accept the lowest bid.

Tom moved that we interview the following five firms: CMK Architects, UK Architects, Christopher P. Williams Architects, J5 Architects, and SMP Architecture. Jim seconded. Approved unanimously. Katie will contact the firms to set up ½ hour interviews on January 9 or 10, with the 6th as an alternate.

Members will review the submitted packets. If there are particular questions we want to ask, Dean suggested that we send them to Katie ahead of the scheduled meeting.

Discussed the establishment of a CIP or capital reserve account. This issue was deferred for future discussion.

Briefly discussed the warrant article which allowed the establishment of a trust fund. Katie mentioned that we may want to start thinking about some fund-raising activities.

Meeting adjourned at 4:30 p.m.

Kathleen Northrup, Member
January 1, 2014

Next meeting - to be determined

Bid #13-09
Architectural Design Services

December 20, 2013 @ 11:00 am

Attendees: Christine Soucie, Finance Director; Mary Kelloway,
Bookkeeper

Corzilius Matuszewski Krouse Architects	\$ 5,500.00
UK Architects, PC	\$ 6,900.00
Christopher P. Williams Architects, PLLC	\$ 8,650.00
J 5 Architects	\$ 10,450.00
Warrenstreet Architects, Inc	\$ 15,200.00
Barker Architects, Inc.	\$ 16,000.00
Lachman Architects & Planners	\$ 18,500.00
Dennis Mires, P.A.	\$ 19,850.00
Johnson Roberts Associates, Inc.	\$ 23,340.00
Manypenny Murphy Architecture	\$ 25,600.00
SMP Architecture	\$ 38,000.00

Bid opening closed: 11:15 a.m.
12/20/13