

*The minutes herein follow the posted agenda for the meeting. Present at the meeting were committee members Sean Donoghue, Pete Williams, and Hugh Guilderson, Harry Terkanian, Town Administrator, Tim King, the assistant Town Administrator, and Ned Hitchcock from the Comprehensive Waste Water Advisory Committee.*

1. Minutes of the June 3 meeting were read and approved with minor corrections.
2. BNAC meetings will be held at 6:30pm in the second floor conference room of Town Hall on the second Monday of the month.
3. The revised policy for selection of designers for building projects was reviewed and approved without comment.
4. Baker Filed restrooms project- TA intends to publish RFQ's for designers with the designer's contract attached, subject to approval by the Selectmen and Town Counsel.

Committee recommended review of the various types of designers' errors and omissions insurance policies. Some policies seem to offer coverage for several years after completion of the project.

Committee members, HST, and TK all favor employing owner's project managers, even for small projects. The expense is small compared to the possible consequences.

HST will recommend to BOS that designer selection committee for the project will consist of DPW director, Ned Hitchcock, and BNAC members.

5. WES roofing project. In response to a question by Guilderson, ATA King said the school has a documented history of leaks at the subject areas so it seems appropriate to be considering re-roofing, not just repairs or investigation with recommended solutions.

All present expressed concern with the MSBA process because the MSBA selects the designer and the project manager but the Town is responsible for the successful completion of the project. In response to Guilderson's mention of the Eastham Elementary School and Falmouth High School projects, HST allowed it is not known at this time how the MSBA process will have the desired result.

6. There were no recommendations for membership on the committee. HST said the selectmen have not yet taken up the committee's recommendation that they adopt a policy regarding the budgeting, bidding, and management of building projects.

Respectfully submitted,

Hugh L. Guilderson, Chair