

Building and Needs Assessment Committee
Minutes - October 23, 2013

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

At our meeting on October 23 the Building and Needs Assessment Committee, on a motion by Peter Williams, seconded by Sean Donoghue, voted unanimously that on first reading the respondent to the RFQ for design services for the Baker Field restrooms met the Town's minimum requirements, and that the Town Administrator should contact the applicant to arrange an interview, and contact DCAM to verify the applicant's references and record of performance. Meanwhile members of the committee will read the application again to identify any possible questions or concerns.

Respectfully submitted,

Hugh L. Guilderson, Chair