



Town of West Boylston

Municipal Building Advisory Committee

March 24, 2011

7:00 p.m.

Agenda

- 1) **Welcome and introductions**
- 2) **Approval of minutes of previous meeting**
- 3) **Announce results of RFP**
- 4) **Review RFP response to determine qualifications**
- 5) **Vote to recommend to the Board of Selectmen
(or not to send)**
 - 6) **Next Steps?**
 - 7) **Other business**
 - 8) **Adjournment**

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LEON A. GAUMOND, JR.
TOWN ADMINISTRATOR

TOWN OF WEST BOYLSTON
MUNICIPAL OFFICE BUILDING
127 HARTWELL STREET
WEST BOYLSTON, MASSACHUSETTS 01583-1108

To: Municipal Building Advisory Committee
From: Leon A. Gaumond Jr., Town Administrator
Date: February 18, 2011
Re: RFP responses

The last meeting of the Municipal Buildings Advisory Committee was cancelled due to a lack of a quorum. We shall meet on Thursday, February 24th at 7:00 p.m. The agenda is attached.

If you have not yet received a copy of the RFP responses, a copy is attached to this memo. The consensus from the other board members is that they will review the RFP's at the meeting on Thursday so please review the RFP before that meeting.

At that meeting the Committee will be asked to review the response and determine whether or not it meets the criteria set forth in the RFP. You may also ask Town Counsel to review it as well. Once that is done, the MBAC should vote whether or not they wish to pursue this opportunity (is it in the best interest of the Town?). If so, the MBAC should then request to be at a future meeting of the Board of Selectmen to 1) present this opportunity publically and 2) ask the Board of Selectmen for their feelings on the matter.

If the Board thinks this is a great opportunity, then the Committee may wish to make recommendation to the Board to either begin negotiations with the successful applicant or to allow the MBAC to begin preliminary negotiations with the applicant.

Finally a conversation should be had as to what time frame you would like to move forward on this project.

OPENING OF RFP FOR PURCHASE OF PROPERTY, LAND & BUILDING
February 11, 2011, 1:00 p.m.

Attendees: Bruce Peterson, member, Municipal Buildings Advisory Cmte.
Robert Dunne
Leon Gaumond, Jr. Town Administrator
Nancy Lucier, Municipal Assistant

At 1:03 p.m. on February 11, 2011 in the office of the Board of Selectmen/Town Administrator in the Municipal Office Building, 127 Hartwell Street, Suite 100, Town Administrator Leon A. Gaumond, Jr. called to order the bid opening for the RFP for the Purchase of Property Land and Building.

Mr. Gaumond is in possession of two envelopes; one from the Bethlehem Bible Church, 307 Lancaster Street and the other from the Bethlehem Bible Church, 307 Lancaster Street. He opened them and the price proposal shall remain sealed. The second package has large scale maps and other miscellaneous materials. In accordance with the RFP, there are seven submissions of the proposal.

As of 1:05 p.m. no other bidders came forward with a Proposal, the Town Administrator closed the opening of the RFPs at 1:05 p.m.

Respectfully submitted,
Nancy E. Lucier, Municipal Assistant