

**MILFORD AMBULANCE FACILITY
BUILDING COMMITTEE
MEETING #3 NOTES**

April 12, 2012

(Approved 4/19/12)

Attendees: Mark Fougere, Selectman & Committee Chair
Steve Sareault, Vice Chair
Eric Schelberg, Dir. Milford Ambulance Service
Bill McKinney, Milford Bldg Dept.
Greg White
Kevin Drew
Bill Kokko
Kent Chappell
Paul Hemmerich

- 03.01 KD noted that the Committee is subject to “Right to Know” laws and that all conversation by Committee members pertaining to the Project should respect that law. Members may discuss the Project outside of Committee meetings, but must not constitute a quorum, and should not predetermine forthcoming deliberations.
- 03.02 Eric demonstrated that Committee info is available now on town website, and that future postings shall also be placed there.
- 03.03 Mark suggested that off-meeting communication should be one-way only. Eric shall be the “conduit of information”, in other words a single point source for outflow of info to potential vendors, input to Committee members from outside, and the means through which members should communicate off-meeting.
- 03.04 General discussion of schedule. SS noted that it is aggressive, but consensus was that it was achievable. Committee shall have a lot of homework after receipt of Proposals and before meeting to review them and select. Eric said that there are no factors dictating a specific completion time other than a general desire to get the job done within a reasonable time.
- 03.05 General discussion of RFP included clarification of Construction Cost, re-wording of some sentences in “Background”, and also in “Proposal Requirements”. Eric shall be point-of-contact and receive Proposals.
- 03.05 Eric shall issue the RFP to architects no later than Tuesday 4/17/12. Some discussion followed regarding editing of architect list. List shall be e-posted to members.
- 03.06 Kevin presented a “Conceptual Estimate” spreadsheet based on the previous Castagna Project Budget. Several cells were grayed to indicate his concern or disagreement with previous budget. General discussion followed. Some items were discussed in detail, including Temporary Heat, Sitework, Paving, Masonry, Fire Protection, (not listed) Emergency Generator, and Clerk. Total Project Budget was corrected to \$2,214,000. Limited discussion on overall cost-per-square-foot and fees.
- 03.07 Eric mentioned that Paul Desmarais (sp?) should be added to potential Clerk’s list. KD also added Jim Schultz, former Clerk for Concord school project.
- 03.08 SS suggested that Committee must start to discuss Geotech RFP and Construction Delivery soon.

- 03.09 Eric shall edit the ESA (for distribution with RFP) to include only the Executive Summary.
- 03.10 Next meeting shall be Thursday 4/19, Town Hall Banquet Rm.
- 03.11 Material distributed: revised List of Architects, Kevin's spreadsheet, amended RFP, Agenda.

Respectfully submitted,

Paul Hemmerich