

[NOTE: These minutes are made available to the public prior to Moeller Home Building Committee acceptance.]

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## **Moeller Home Building Committee Meeting Minutes - December 4, 2003**

The meeting was opened at 1:30 p.m. by Recreation and Parks Director, Kathleen Bagley in the Community Center. Members present were Perry Cornwall, Peter Kalousdian, Jr., Melvin McOmer, Brian O'Connor, Chief Building Official, Kathleen Bagley, Director, Recreation and Parks Department and Laura Briggs, Nature Center Director.

1. Approval of Minutes - November 6, 2003.

Peter Kalousdian, Jr. moved to approve the [minutes of November 6, 2003](#). The motion was Seconded by Perry Cornwall and voted unanimously.

2. Election of Chairperson.

Ms. Bagley entertained a motion for a candidate to be Chairperson of the Committee. Mr. McOmer nominated Perry Cornwall for Chairperson. The motion was seconded by Peter Kalousdian, Jr., and voted unanimously.

3. Review Request for Qualifications from Architects for the Renovation of the Moeller Home Building.

Committee members reviewed the proposals from each architectural firm. Ms. Bagley distributed a summary sheet that identified each firm's proposal. Committee members decided to interview all four firms on Tuesday, December 9 in the afternoon. They requested Ms. Bagley make the arrangements for the interview process.

4. Questions for Architect Interviews.

Committee members reviewed the list of questions for the interview process. They felt it was appropriate to mail the questions in advance to each firm. Committee members made changes to the questions and eliminated a few questions that were already answered in the proposals submitted by the architects. Ms. Bagley explained that she will be sending a letter to each firm identifying their interview time and will include a copy of the questions and a list of the members of the Moeller Home Building Committee. She also explained to committee members that the letter and questions would also be faxed to the architect firms on Friday so that they would have some time to prepare and a phone call would also be made on Friday to confirm their interview time for Tuesday, December 9.

5. Adjournment.

Mr. McOmer moved to adjourn the meeting at 3:00 p.m. The motion was seconded by Peter Kalousdian, Jr. and voted unanimously.