

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

Moeller Home Building Committee Meeting Minutes - December 9, 2003

Members present were Chairperson Perry Cornwall, Peter Kalousdian, Jr., Melvin McOmber, Brian O'Connor, Chief Building Official, Kathleen Bagley, Director, Recreation and Parks Department and Laura Briggs, Nature Center Director. Also present was Salvatore Cucia, Assistant Director, Recreation and Parks Department and Mike Turner, Director of Public Works.

This meeting began at 12:45 p.m. at the Community Center. The purpose was to interview the architectural candidates for the Moeller Home Building project.

Committee members reviewed the process for interviewing firms. Ms. Bagley explained that each firm had approximately twenty minutes to give a presentation to be followed by fifteen minutes of questions from Committee members. She reported that she received a phone call from Mr. Torelli of DeCarlo and Doll informing her that they were withdrawing from the interview process. They originally had a sub-contractor available to work with them to help design the Nature Center. Mr. Torelli reported to Ms. Bagley through her voice mail that the sub-contractor withdrew at the last minute; therefore, they needed to withdraw their firm from the process for the Moeller Home interview.

Ms. Bagley reviewed the interview schedule with Committee members.

1:00 p.m. BL Companies

2:30 p.m. Friar Associates

3:15 p.m. Moser Pilon Nelson

After all the interviews, Committee members discussed each firm's qualifications for this job.

Mr. McOmber made a motion to recommend that the Town Council approve the hiring of the architectural firm of Moser Pilon Nelson for the renovation of the Moeller Home and to authorize the Town Manager to negotiate the scope of services and final fee at a cost not to exceed \$48,260. The motion was seconded by Peter Kalousidan, Jr. and voted unanimously.

Chairperson Cornwall will contact the Town Manager and inform her of the Committee's recommendation. He will request that the Town Manager include this request on the Town Council's Agenda for December 15. Ms. Bagley will prepare a memo to the Town Manager explaining the Committee's request. Chairperson Cornwall will attend the Town Council meeting on Monday, December 15, 2003, to answer any questions from the Town Council.

Mr. Kalousdian, Jr. moved to adjourn the meeting at 4:00 p.m. The motion was seconded by Melvin McOmber and voted unanimously.