

FISP Committee

Meeting Date and Time: February 16, 2017

Members Present: John Hadley, Chair, Ray Bricault, Chris Rucho, Robert Chisholm, Phil Mallet, Kate Ivers, Jay Duggan

Not Present: Siobhan Bohnson, Barur Rajeshkumar, Pat Crowley

Also Present: Town Administrator Anita Scheipers, and Planning Board members Vin Vignaly and Marc Frieden

Mr. Hadley called the meeting to order at 7:00 pm.

1. Senior Center: John Hadley announced the architect, John Catlin, was not able to attend tonight's meeting due to a family emergency out of state. He promises to be present at the March 8th meeting.

John Hadley asked that the COA be sure to meet with Catlin before that March 8th meeting to ensure that there was a clear consensus about the design and the floor plan. He further stated that if the COA and Friends are unable to meet with him prior to that meeting, it is important to have them at the March 8th meeting to be part of that important discussion. There was ensuing discussion about the merits of a one story design versus two story design. John Hadley asked that the discussion wait until we meet with John Catlin at the next meeting. He reiterated that whatever design is chosen, we have to have 100% support for the design before bringing it to town meeting.

Several different questions were propose to ask of John Catlin. John Hadley asked that any questions be emailed to Anita Scheipers as soon as possible so that she can forward them to Catlin, and ensure he comes fully prepared to that meeting.

There was discussion amongst the members as to whether FISP should continue with John Catlin as the architect or go out with another RFQ for architect services. No decision was made at this time.

2. OPM RFQ: Anita Scheipers explained that the law requires we hire an OPM before continuing with any further design of the building. She asked the committee for authorization to proceed with the RFQ process. Jay Duggan moved and Phil Mallet seconded to authorize the Town Administrator to proceed with developing the RFQ. Phil Mallet agreed to work with her in that process. It was agreed that the draft RFP would be brought to the next meeting to be approved.
3. VHB Invoices: John Hadley asked Planning Board members Vin Vignaly and Marc Frieden why the Planning Board is requesting an additional \$5000 be paid into the account to pay VHB for additional site plan review when the Town already has three qualified consultants assigned to the project who are able to do this work. Vin explained that the process is required under the zoning bylaws. He explained

that the project could have requested a construction inspection waiver, but did not. Additionally, he stated the Planning Board decision required this VHB oversight, and the decision was not appealed. However, he explained, the Planning Board recognizes this is a town project and has agreed to reduce the standard \$3500 fee to \$500. He further stated that the Planning Board still has not received the final site plans as was requested months ago, despite reaching out several times to the architect. He also suggested that when seeking OPM services in the future, that coordination of the site plan review be in the scope of work. Chris Rucho moved and Phil Mallet seconded to agree to the \$500 payment on account to be used to cover additional VHB work only if needed. Vote: All yes. Motion passed.

Chris Rucho moved and Jay Duggan seconded to adjourn. Vote: All yes. Meeting adjourned at 8:23pm.

Respectfully Submitted: Anita Scheipers

Date Approved: April 12, 2017