

## Southampton Building Reuse Committee Meeting No. 3

### Committee Members Present:

Libby Baldwin	Margaret Walden
Bruce Coombs	Tom Whiteley
Paula Maak	Angela Valinski
Gary Swanson	

**FROM:** Libby Baldwin

**MEETING DATE:** November 20, 2008

### DATE MINUTES

**ISSUED:** December 1, 2008

### DATE MINUTES

**AMENDED:** December 11, 2008

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On November 20, 2008, Southampton's Building Reuse Committee Meeting No. 3 opened at 7:20 pm. The following are discussion items from the meeting.

### 1. General

- a. Minutes from Meeting No. 2 were accepted.

### 2. Project Schedule

The following tentative project schedule was developed for the selection of the Owner's Project Manager (OPM):

- Advertise for OPM: Monday, 12/8/08
- On-site informational meeting: Thursday, 12/18/08
- Request for Proposals (RFQs) Due: Tuesday, 1/6/09
- Open RFQs (at Committee meeting): Thursday, 1/8/09
- Review RFQs: Thursday, 1/8/09 & 1/15/09
- Interview OPMs: Thursday, 1/22/09
- Select OPM: Thursday, 1/22/09
- Hire OPM: TBD

### 3. RFQ for OPM

Libby Baldwin & Gary Swanson worked on editing the RFQ for the OPM, with input from other committee members. Libby & Gary will develop a final draft RFQ prior to the next meeting, with the goal for the Committee to approve the final RFQ at the next meeting.

Bruce Coombs will contact Jim Mazik of the Pioneer Valley Planning Commission, to determine if he could assist the committee with selecting and interviewing the OPM candidates. Mr. Mazik assisted the prior Larrabee Committee with various aspects of the project, including preparing the RFQ for architectural phase services.

### 4. Architectural Phase Services

Margaret Walden questioned whether or not the Town has the original design drawings for the Larrabee School, which would assist the architect during the design phase of the project. Committee members do not know whether or not the drawings exist. Margaret will try to determine the architect the original building design, in the hopes of obtaining the drawings from them. Bruce Coombs and Gary Swanson will also check with Ed Cauley, Highway Department Superintendent, to determine if he knows the whereabouts of the design drawings. Committee members will also try to obtain drawings for the building addition.

**5. Miscellaneous**

- a. The Town accountant will track project expenses. This will not be the Committee's responsibility.
- b. The next meeting will be on Thursday, 12/4/08 @ 7:15 pm.
- c. The meeting dissolved at 8:50 pm.

**6. Action Items**

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<b>Item No.</b>	<b>Responsibility</b>	<b>Item</b>
3-1	Libby Baldwin/Gary Swanson	Prepare draft RFQ for OPM services for approval by Committee.
3-2	Bruce Coombs	Contact PVPC for input regarding selecting & interviewing OPM firms.
3-3	Margaret Walden, Bruce Coombs, & Gary Swanson	Try to obtain original drawings for Larrabee School, including building addition.

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