Southampton Building Reuse Committee
Meeting No. 8

Committee Members Present:

	Libby Baldwin	Gary Swanson
	Bruce Coombs	Angela Valinski
	Paula Maak	Margaret Walden
Others Present:	Board of Selectmen General Public	
From:	Libby Baldwin	
Meeting Date:	February 3, 2009	
Date Minutes Issued:	February 4, 2009	
Date Minutes Re-Issued:	February 5, 2009	

On February 3, 2009, Southampton's Building Reuse Committee (BRC) Meeting No. 7 opened at 7:20 pm at the Town Hall as part of the Board of Selectmen (BOS) meeting. The following are discussion items from the meeting.

1. General

a. Prior to the opening of the BRC meeting, the Board of Selectmen voted to adopt a policy enabling the Committee to act as a traditional Building Committee, with the authority to act on behalf of the BOS. The adopted policy is attached to these minutes.

b. The BOS voted to appoint Doug Blanchard as a member of the BRC. Doug will report to the BOS regarding the BRC activities.

2. RFQ for Owner's Project Manager

a. The Committee discussed certain merits of the apparent highest ranking applicants, DA Sullivan and NETCo, but did not vote on the selection of the "most advantageous" candidate.

b. The Committee will decide on the "most advantageous" OPM at the next meeting and will recommend award of the OPM contract to the Board of Selectmen (BOS).

3. Miscellaneous

a. The next meeting will be on Thursday, 2/5/09 @ 7:15 pm at Town Hall.

b. The BRC meeting dissolved at 7:35 pm. The BOS meeting continued.

4. Action Items

None

SUGGESTED SELECTBOARD MOTION REGARDING BRC:

I move to adopt the following policy and authorizations regarding the Southampton Building Reuse Committee (BRC) that was appointed by the Selectboard in October, 2008:

1. The BRC be authorized to act and perform on behalf of the Selectboard in the full capacity of a Building Committee for the Larrabee School renovation project which shall include selection of (1) a project manager, (2) an architect, and (3) a general contractor.
2. BRC responsibilities shall include but not be limited to project design, preparation of construction and bidding documents, soliciting bids, negotiation with Town forces for locally performed work, and undertaking all aspects of construction, including approving contract change orders and all other actions necessary to implement and complete the project; and to be authorized to expend the funds necessary to perform these services within the limits of the Town Meeting appropriations.
3. Basic contracts between the Town of Southampton and the following shall be executed by the Selectboard upon the recommendation of the BRC:
    a. Owner's Project Manager, as required by Chapter 193 of the Acts of 2004,
    b. Architect to design the renovation project, and
    c. General construction contractor to undertake the rehabilitation work.
4. Amendments to contracts, such as change orders, be processed and executed directly by the BRC.
5. The Selectboard designate one of its members to act as a liaison to the BRC and report back to the full Board on a regular basis as to project progress.

This action of the Selectboard shall prevail in the event of any conflicts which may arise with the Town of Southampton Designer Selection Procedures Adopted August 5, 2008.