

Southampton Building Reuse Committee Meeting No. 10

Committee Members Present:

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

Others Present: Dennis Sullivan

From: Libby Baldwin

Meeting Date: February 12, 2009

**Date Minutes
Issued:** February 25, 2009

On February 12, 2009, Southampton's Building Reuse Committee (BRC) Meeting No. 10 opened at 7:20 pm at the Town Hall. The following are discussion items from the meeting.

1. General

- a. Minutes from meeting No. 9 were accepted.

2. Owner's Project Manager Contract

- a. DA Sullivan (DAS) provided a rate schedule with a not-to-exceed fee for their proposed OPM services. At 7:30 pm, a roll call vote was held to negotiate a fee with DAS in executive session. The roll call vote was unanimous.
- b. A motion was made to engage the services of DAS as the OPM for the Larrabee Building Rehabilitation Project in accordance with the not-to-exceed budget dated 2/10/09 proposed by DAS. The motion was seconded and passed unanimously.
- c. The BRC will provide DAS copies of all prior Larrabee reports.
- d. DAS provided an example draft contract for the BRC's use in developing a contract with DAS for this project. Gary Swanson will develop a draft contract with review by Libby Baldwin & Bruce Coombs. Once finalized, Gary will send the draft contract to legal counsel for review.

3. RFQ for Architectural Services

- a. A discussion was held regarding the possibility of engaging the services of the architect who worked on the prior Larrabee study for the final design. Diana Schindler previously advised the BRC that we must advertise again for design services. Gary Swanson will confirm.
- b. DAS will provide a draft RFP for architectural services for review by Committee members. Doug Blanchard will review and comment.
- c. The BRC requested in writing that the BRC liaison to the Board of Selectmen (Doug Blanchard) obtain a written opinion relative to conflict of interest concerns for committee members with respect to the selection of an architect.

4. Miscellaneous

- a. A discussion was held regarding the merits of having an independent clerk of the works as opposed to one provided by the architect. The decision on who will provide the clerk will be made at a later date.
- b. A BRC representative must report on the Committee's activities at each Town Meeting. The next Town meeting will be held on March 3, 2009. Gary Swanson will provide the report at this meeting.
- c. A Town resident has expressed an interest in joining the BRC. There are currently no positions available on the committee. This individual will be invited to participate in BRC discussions but will not be part of any Committee decisions.
- d. The next meeting will be on Thursday, 2/26/09 @ 7 pm at Town Hall.
- b. The BRC meeting dissolved at 8:50 pm.

5. Action Items

| Item No. | Responsibility | Item |
|-----------------|-----------------------|--|
| 10-1 | Gary Swanson | Develop draft Contract for OPM for review. |
| 10-2 | DA Sullivan | Develop draft RFP for architectural services for review. |