

## Southampton Building Reuse Committee Meeting No. 12

### Committee Members Present:

Libby Baldwin	Gary Swanson
Doug Blanchard	Angela Valinski
Paula Maak	Margaret Walden

**Others Present:** Dennis Sullivan

**From:** Libby Baldwin

**Meeting Date:** March 26, 2009

**Date Minutes  
Issued:** April 1, 2009

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On March 26, 2009, Southampton's Building Reuse Committee (BRC) Meeting No. 12 opened at 7:35 pm at the Town Library. The following are discussion items from the meeting.

### 1. General

- a. Minutes from meeting No. 11 were accepted.

### 2. Owner's Project Manager Contract

- a. The Town attorney has reviewed and commented on the OPM contract between the Town and DA Sullivan (DAS). Gary Swanson will finalize the Contract for signature between the Town and DAS.

### 3. RFP for Architectural Services

- a. Ten proposals were received on March 26, 2009 for architectural services for the Larrabee building renovations. The following firms submitted proposals:
  - Reinhardt Associates, Inc.
  - Schoenhardt
  - Margo Jones
  - Casella Design Associates
  - Leon Pernice & Associates
  - Caolo & Bieniek Associates Inc.
  - Design Partnership of Cambridge
  - Clark & Green Architecture Design
  - Lerner Ladds & Bartels, Inc.
  - Roy S. Brown Architects
- b. Each BRC member received a copy of each proposal. DAS passed out a copy of a ranking sheet as well as the ranking criteria included in the RFP. BRC members will evaluate and rank each proposal using these ranking criteria. DAS will perform reference checks for each proposer. At the next meeting, the BRC will compile the rankings, discuss the proposals, and determine the highest ranked firms to be invited for an interview. The schedule for selection of the architect is as follows:
  - Rank proposals & select highest ranked for interviews      April 2, 2009

- Interview candidates
- Select architect

April 9, 2009  
 April 16, 2009

**4. Energy Committee Correspondence**

- a. The BRC received a letter from the Town’s Energy Committee requesting that the BRC incorporate energy efficiency and clean energy requirements into the Larrabee project. The BRC agreed that the design should be energy efficient, where feasible.
- b. Gary Swanson inquired with PVPC regarding potential grant funding for energy projects and other potential funding for the Larrabee project.
- c. Margaret Walden will work with the Energy Committee and Angela Valinski will talk with PVPC regarding energy efficiency and potential funding sources.

**5. Miscellaneous**

- a. Doug Blanchard handed out information regarding a “buy local” program. BRC committee members will review.
- b. The BRC discussed the Town attorney’s legal opinion regarding conflict of interest issues with BRC members. Gary Swanson re-iterated that all members should file a disclosure form with the Town Clerk and Board of Selectmen.
- c. The next meeting will be on Thursday, 4/2/09 @ 7 pm at the Library.
- b. The BRC meeting dissolved at 9 pm.

**6. Action Items**

<b>Item No.</b>	<b>Responsibility</b>	<b>Item</b>
12-1	Gary Swanson	Finalize DAS/Town contract for signature
12-2	BRC members	Review & rank each proposal
12-3	DAS	Perform reference check on proposers
12-4	Margaret Walden	Work w/Energy Committee to review potential energy efficiency alternatives with respect to project design
12-5	Angela Valinski	Work w/PVPC to review possible funding sources for project
12-6	BRC members	Review “buy local” information