

Town of Lunenburg  
DPW Building Committee  
Lunenburg, Ma. 01462

Minutes of 9-8-10

Location: Lunenburg Town Hall  
17 Main St. 2<sup>nd</sup> floor  
Joseph F. Bilotta Meeting Room  
Meeting time: 5:00pm

Committee members present:

David MacDonald	Chairman - Citizen at Large
Joanna L. Bilotta	Vice Chairman - Planning Board member
Jay Simeone	Secretary - Citizen at Large
Leigh Mezzetti	Alternate Secretary - DPW Administrative Assistant
Jan Carrier	Citizen at Large, Cemetery Comm.
Jim Breault	DPW Facilities Manager

Absent: Steve DeBettencourt: Board of Selectman member

Also in attendance:

Laura Williams - Chief Administrative Assistant,

Meeting called to order at 5:00 pm

Minutes of 8-31-10 were reviewed and approved as written with corrections.

Laura Williams presented a copy of the bid page ad that will be posted in the Central Register, the Lunenburg Ledger, and on the Town website.

The Chair had requested some changes in the language used in the ad. The Chair questioned the use of the wording "Engineered drawings" vs. "Architectural drawings". He would also like to eliminate the use of the word "Design"

The date and location for the pre-bid conference was confirmed for September 20, 2010, at the DPW Facility, 520 Chase Rd. Lunenburg, Ma. 01462 at 1:00pm

The Chair requested Leigh locate the specification book that was given to the Board of Selectmen by the DPW Feasibility Committee at the conclusion of the project. The spec book contained the vendor contact information and specific information regarding the building and renovation materials and products.

The Chair also requested that Leigh be the collector of communications. The Chair requested any emails, letters, or other correspondence's from the bidder, Architect, General Contractor, The DPW Building committee, Town officials, Town Counsel, be logged during the term of the project for reference if needed at a later date.

The Chair requested Jim Breault to contact Unitil regarding the rebates that had been offered on the lighting and heating appliances when the DPW Feasibility study was done.

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Laura Williams will be putting the bid package together, to include the RFP, the DPW Feasibility Study, and an electronic disc of the conceptual plans.

The committee started a review of the RFP page by page to fill in the blanks high lighted by Laura. The dates for completions of phase's or documents were made, subject to change as the project progresses.

Phase One to be completed by November 5<sup>th</sup>, 2010

Phase Two to be completed by November 30<sup>th</sup>, 2010

The dollar amount regarding the fixed fee for Design services was changed to "negotiated fixed fee".

The last statement of Phase Three was changed to make it Phase Four.

The Projected Schedule dates were revised, subject to change as the project progresses.

There was discussion regarding some of the wording and content in Articles 2-3-7-8-9

Laura is to get an opinion from Town Counsel to see if the committee can revise these articles.

The issue of which party should be responsible for over site of the project was discussed again. There is still mixed feelings about which way to go on this. No decision was made.

The next meeting is scheduled for next Thursday, 9-16-10, at 4:30pm. At the DPW Building, 520 Chase Rd. for a site visit.

Motion to adjourn at 6:30 pm.

Respectfully Submitted by:

Jay Simeone

Secretary

  
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D. MacDonald

  
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J. Simeone