

**LUNENBURG DPW BUILDING COMMITTEE
TOWN OF LUNENBURG**



David MacDonald, Chair
Joanna Bilotta, Vice-Chair
Jay Simeone, Clk.
James Breault, Mbr.
Janice Carrier, Mbr.
Steve deBettencourt, Mbr.
Leigh Mezzetti, Mbr.

Minutes

September 30, 2010

Meeting Posted: Yes
Meeting Call to order at 4:30

Roll Call: Present: Dave MacDonald, Joanna Bilotta, Jay Simone, Jan Carrier, Steve deBettencourt, Leigh Mezzetti, Absent: James Breault

Guest: Laura Williams, Jack Rodriquenz

Minutes: Approval of 9/8/10/ and 9/16/10

GENERAL DISCUSSION:

General discussion:

Laura Williams presented the five (5) proposals received from the public bid advertising.

1. Haynes, Lieneck & Smith, Inc. Architects, 10 Common Rd. Ashby, Ma. 01431
2. Helene – Karl Architects, Inc. 61 Skyfields Drive, Groton, Ma. 01450
3. Sage Engineering and Contracting, Inc. 199 Servistar Industrial Way – Suite 2 Westfield, Ma. 01085
4. CBI Consulting Inc. 250 Dorchester Ave. Boston, Ma. 02127
5. Bayside Engineering, 600 Unicorn Park Drive, Woburn, Ma. 01801
6. A letter was received from Weston & Sampson, 5 Centennial Drive, Peabody, Ma. 01960, asking to be excused from submitting a proposal.

Weston & Sampson has working relationship with Town of Lunenburg. They did offer the services of Jeffrey Alberti, LEED AP, to the Town, at no cost for a mutually agreed upon number of hours.

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**LUNENBURG TOWN
CLERK OFFICE**

The Committee reviewed the proposals individually. After some discussion, it was decided that committee members needed more time to review the proposals, and write down any questions, concerns they may have. At the next meeting, all the questions and concerns will be consolidated. An out line will be created to use during the interview process with the prospective bidders.

Laura Williams was requested to set up the interview agenda for the five (5) bidders. Laura will also email the Evaluation Criteria memo from the bid documents for evaluating the proposals to committee members.

The next committee meeting will be on Wednesday, 10-6-10, at the Ritter Memorial Building @ 4:30 pm.

The Interview for the prospective bidders will be on Thursday, 10-7-10, and Friday 10-8-10. Both interviews will be held at the Ritter Memorial Building.

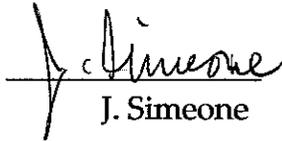
Motion to adjourn at 5:40 pm.

Respectfully Submitted by:

Jay Simeone

Secretary


D. MacDonald


J. Simeone