

**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.

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Minutes

NOV 23 2010

October 8, 2010

**LUNENBURG TOWN
CLERK OFFICE**

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

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

Guest: Jack Rodriquenz, Laura Williams

Minutes:

GENERAL DISCUSSION:

The last two of the five prospective bidders were scheduled to be interviewed for design/architectural services. The interviews were scheduled for 30 minutes. The bidders had fifteen minutes for their presentation, followed by fifteen minutes for questions and answers. The chairmen started the interviews, followed by members asking a question from the prepared list of committee questions.

The two companies interviewed:

1. Helene-Karl Architects, Inc. 61 Skyfields Drive, Groton, Ma. 01450
2. Haynes, Lienck and Smith, Inc. 10 Common Road, Ashby, Ma. 01431-0128

After the interview, there was a short general discussion among committee members to regarding the presentations. The committee considered the differences between the companies, how each company viewed the project, their approach to how they would handle the renovations/addition, their present or past project experience, and by their responses to the prepared questions.

The committee then ranked the prospective bidders to pick the top three out of five.

1. Helene – Karl Architects, Inc. 61 Skyfields Drive, Groton, Ma. 01450
2. CBI Consulting Inc. 250 Dorchester Ave. Boston, Ma. 02127
3. Haynes, Lieneck & Smith, Inc. Architects, 10 Common Rd. Ashby, Ma. 01431
3. Sage Engineering and Contracting, Inc. 199 Servistar Industrial Way – Suite 2 Westfield, Ma. 01085
4. Bayside Engineering, 600 Unicorn Park Drive, Woburn, Ma. 01801

The Chairmen requested Laura Williams to contact Helene-Karl Architects and schedule a second interview with them.

The next meeting will be on Wednesday, 10-14-10, at the Ritter Memorial Building @ 4:30 pm.

Motion to adjourn at 6:15 pm.

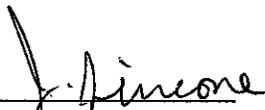
Respectfully Submitted by:

Jay Simeone

Secretary



D. MacDonald



J. Simeone