

LPLCC Building Committee Minutes
September 4, 2014
6:00 p.m.

Members present: Katrinka Pellecchia, Paul Gasowski, Sharon Taylor, Chuck Cox, Jim Leitz, Zachary Smith, Tom Dolan, Barbara McNamee, Scott Bugbee and Lou Ann Griswold

Others present: Anne Marie Gasowski

The agenda was approved as amended to include the subject of the walk through of the recipients of the RFP for the evaluation of the town buildings.

The August 21, 2014 Minutes are 'in process' and will be distributed prior to the next meeting.

Paul Gasowski gave a brief presentation on the Pre Bid walk through by the approximately eight firms that had responded to the invitation and noted that it was very informal as the Town Administrator, having been designated as the Single Point of Contact in the RFP, was absent. Per the RFP, no other Town officials were allowed to answer any questions. Dennis Myers' firm was among the firms participating.

The committee then reviewed the draft letter to the BOS, composed by Paul Gasowski, concerning review of the DOT documentation and decision concerning the Bricker property driveway as well as the deed and subdivision details of the property itself. After some discussion, the committee agreed upon and approved the following actions.

- Paul and Katrinka will go to the Town Hall to research the applicable documentation
- Katrinka will review the DOT information and wait to contact the DOT until after the detail on the deed and subdivision has been reviewed.
- The committee approved the draft letter pending the revision to bulletize the salient points of information and action being requested.

The committee then reviewed the drawing as revised by Zach, reflecting the changes discussed at the last meeting. After extensive discussion of virtually all aspects of the building, to include relative room/area sizes, level of finish, utilization of local/community resources, progressive completion of the project etc., etc., the committee agreed on the following:

- Zach will define and indicate the square footage of the respective areas on the drawing and provide the revised construction details to Katrinka Pellecchia.
- Katrinka will contact Milestone and request their presence at the LPLCCBC meeting of September 18th, to discuss revisions to the original plan and have Milestone develop a revised construction estimate.
- Provide the revised plan and construction estimate to Dennis Myers in order to enable him to provide a quotation on the architectural services required.
- Develop a revised back plan based on the schedule for the deliberative session for the proposed warrant article
- Schedule Dennis Myers to present the revised project plan and quotation to the LPLCCBC.

On a final note, Katrinka Pellecchia indicated that the LPLCC Foundation will have a booth at the Lee Fair and for information purposes will be utilizing the latest revised drawing.

The meeting adjourned at 7:45PM

The next LPLCCBC meeting will be held on September 18, 2014 at 5:30 PM.

These minutes were prepared by Tom Dolan