

TCP BUILDING DESIGN COMMITTEE

Gregory Roy, Chair

David Blatt, Vice-Chair

Michael Mackin, Clerk

Damon McQuaid, Member

Brian Lehtinen, Member

David Passios, Member

Tanner Cole, Member

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Meeting Minutes

December 18, 2019

Members Present: Greg Roy, David Passios Michael Mackin, Brian Lehtinen, David Blatt

Members Absent: Tanner Cole, Damon McQuaid

Town Staff: NA

Public: John Londa

6:00 PM – Meeting was called to order

1. Public Comment: None

2. Review and Approve Minutes: Dave Passios made a motion to approve of minutes from November 13, 2019. Brian Lehtinen seconded. Michael Mackin, aye; Brian Lehtinen, aye; Dave Passios, aye; Greg Roy, aye. Minutes from November 13, 2019 approved.

3. Review and discuss the procedure for evaluating architects.

Summary of discussion: Greg Roy stated the RFQ was advertised last Wednesday. There were 30 packets send out and a good response so far. We set the due date for the bids for the 8th. Our next meeting is the 9th and the town manager will have those ready for that meeting. It is in the committees purview to determine the top 3 candidates since we determine the scoring. How to score the candidates was discussed. Based on the evaluation criteria we will determine who we will interview. Each category the architect will be given a 4,3,2, or 1 based on the rubric in the RFQ. As a committee we have to come up with a score, score them separately and come up with a composite.

Review starting on the 8th and interviews on the 22nd. What if we get 3 bids vs 30 bids? It may be useful to have lead time to give everyone a chance to review the packets and have their comments. It is unrealistic to have the bids the day before and then meet. How many back will drive what we do. Either way we need to distribute them on the 7th or 8th. Meeting date changes were discussed to create more lead time. The town manager will be getting 10 copies. Dave Blatt commented to meet on the 8th and do an initial complete or incomplete and start the review process. Greg Roy stated we can make the determination at the meeting on the 8th to determine if we need another meeting in between.

Completeness review planned for January 8th meeting. This would be followed by a review by members on their own and come together with a composite for the meeting on the 22nd. The schedule would be each candidate would have an hour. It was discussed the town manager may narrow down the completed packets for the committee as the submissions come in completed or incompleated. Greg Roy stated he would check with the town manager if that would be done. Michael Mackin inquired whether the town manager would be involved in the selection. Dave Passios stated it was our responsibility to take it from the completed submissions. Brian Lehtinen stated the RFQ includes the town manager makes the determination and the committee would make their recommendation. Greg Roy stated the town manager will be included in the interview process.

4. New Business

David Blatt stated we have the responsibility to bring this to the town and we will have two buildings that people will be looking at. Do we want to have ideas of what to do with these buildings. As a taxpayer I don't want to hear that there are two new vacant buildings. At the end of this, do we want to have ideas of what could be done in these spaces. In an attempt to sell this proposal. Dave Passios stated we should stay with what the committee is charged with. Brian Lehtinen stated that we are taking an action and other committees could do the same. Michael Mackin stated we are doing what the town meeting asked us to do and questioned getting consensus with so many moving parts. Greg Roy mentioned the public comment on a comprehensive plan. Michael Mackin stated our response is is the job you gave us. Greg Roy stated he wants to be participants in those conversations. Dave Passios stated these openings could open up a lot of opportunities.

5. Future Meeting Schedule: Greg Roy stated we have already discussed dates.

6. Public Comment: David Blatt stated he was at the teen center and they asked if they could have a chance to participate. Greg Roy stated Michelle at the center asked if we had public comment. David Blatt stated there was a lot of room there and a whole section for them to use. Dave Passios stated we have to be careful with how many uses we can have. The limitations and movement through the building with school children could be a concern. Michael Mackin stated there are no new additional school uses of the school department wing. Greg Roy stated the superintendent said there is enough space in the school buildings for them to grow. Dave Passios stated it was mainly used for school offices. Dave Blatt mentioned the Brooks house used to be used as a school space. Michael Mackin stated we want to accommodate community use and we want to hear organizations needs. The building has limitations and we were told what our priorities are to address. Dave Blatt stated the boys and girls club is one of the most successful groups in town. Greg Roy stated he reached out to Michelle for an opportunity to speak. Dave Passios stated lets see what we can efficiently fit and see what we have left. Greg Roy stated the boys and girls club probably need to be one of the groups, including the senior center. Dave Blatt stated it makes more sense for the senior center than the boys and girls club and it could be tough with kids running around during business hours.

7. Adjourn: Michael Mackin made a motion to adjourn after the tour of TCP. Dave Passios seconded. Michael Mackin, aye; Brian Lehtinen, aye; Dave Blatt, aye; Greg Roy, aye.
Meeting adjourned at 6:39 PM