

APPROVED July 31, 2013

MINUTES OF TAFT BUILDING COMMITTEE

JULY 2, 2013

Attending: Don Morin, Joe Cronin, Moritz Schmid, Amy Fahey, Kevin Rudden, Jay Washburn, Dan Labastie, Susan Darnell, Paul Fitzgerald, Chuck Noel

Meeting called to order at 7:05 PM

Agenda approved unanimously on a motion by Kevin and seconded by Don

Minutes of the June 26th meeting approved unanimously on a motion by Kevin and seconded by Jay.

Discussion of proposal submitted by LPA:

-the Committee had requested that LPA submit a proposal that would delineate the tasks that they would perform as OPM and which tasks would be handled by others (architect, owner, GC). LPA also volunteered to provide a statement as to their hourly billing rate.

-LPA submitted those documents which were reviewed and discussed by the Committee. There was agreement on the assignment of tasks to the individual parties. There was discussion as to LPA's intent to remain within their budgeted figure. The Committee decided that LPA could bill for the difference between their proposal and the stipend, with the permission of the Committee for the increase. This issue will be clarified in contract negotiations.

-A motion was made by Kevin and seconded by Moritz that the Committee recommend to the BOS that they enter into contract negotiations with LPA, utilizing the contract already prepared by Town Counsel, and using the documents prepared by LPA as attachments. This motion passed unanimously.

A motion was made by Dan and seconded by Moritz, that the payment schedule be changed to monthly, and the maximum obligation be reduced to \$27,500. This motion passed unanimously.

Joe will request of Diane that 1) LPA be notified of the decision by the Committee 2) that the Committee be placed on the BOS agenda for the meeting on 7/15 and 3) that she notify LPA that the 30 day schedule for reimbursement of invoices needs to include time for the approval of the invoice by the Committee prior to its submission for payment by the Town Accountant

There was further discussion of the Rectory and the role of the Committee. The BOS is responsible for planning for and maintaining the Rectory which is a municipal building outside of the charge of the Committee. At the moment there seem to be no plans for its use and no budget to maintain it.

There was a meeting on 7/1 to discuss the timetable for the bond proceeds, attended by the Treasurer, Chair of the FinCom, Chair of the Trustees, and the Town's investment advisor. The best schedule for the sale of the bonds does not align with the cash flow projection approved by the Committee, with a difference of approximately \$28,000. The proposed solution is to borrow \$45,000 against the General Fund; this is a paper transaction with no costs involved. The Treasurer will pursue this with the BOS at their next meeting.

Joe will need to work at nights for the next three months. As Vice Chair, Paul will take over for the period with Joe's occasional participation.

Paul, Don, Susan and any other interested Committee member will attend the BOS meeting on the 15th. The next Building Committee meeting will be scheduled in the future. Managing the RFS for Architectural Services is the next task. The OPM will be requested to present a plan as to how they can assist with the process.

Kevin volunteered his availability for projects during the day.

On a motion by Dan, seconded by Chuck and passed unanimously, the meeting was adjourned at 8:10.

Submitted by Susan Darnell