

WEST TISBURY POLICE STATION BUILDING COMMITTEE

MINUTES

July 28, 2011

Present: Norman Perry, Tony Cordray, Manuel Estrella III, Pat Mitchell,
Dan Rossi, Ian Aitchison & Robert Smith

Absent:

Guest: Jen Rand Town Administrator

The meeting was called to order at 3:00 PM July 28, 2011 by Chairman Norman Perry.

Minutes: The minutes of the July 21, 2011 meeting were read by Chairman Perry.

Discussion: To amend a spelling error: Replace the word (except with accept)

Motion: to accept minutes as corrected by Manuel Estrella.

Second: by Dan Rossi.

Voted: Unanimous to approve minutes as corrected with Ian Aitchison abstaining.

New Business:

- Jen Rand reviewed open meeting laws with the committee and explained how email can be used.
- Jen Rand reminded all committee members who have taken the ethics test to submit a copy of their certificate to the town clerk for filing.
- Committee agreed to start work on RFQ for architectural services as soon as OPM RFQ is complete.
- Ian informed the committee that he had visited a 5,000 square foot police station in New Hampshire and met with the chief. He will distribute a summary of what he learned by email for discussion at next meeting.
- Agreed to hold next meeting at 3:00 PM Thursday 8/4/2011

Old Business:

- Jen Rand reviewed advertising time requirements for RFP's with the committee.
- Time line was set for completion of OPM advertisement for Thursday 8/4/11. The advertisement will run for two consecutive weeks. Responses to RFQ's will be due by 8/30/2011
- Review of selection process for OPM & Architect.
- Discussion of revisions to OPM RFQ draft.
- Chairman Perry will email revised OPM RFQ to committee members and town administrators for discussion and vote at next meeting.
- Discussion of how to word RFQ with the two phase approach required by amended article at town meeting.

Administrative:

- Distribution OPM RFQ Draft

There being no further business a motion to adjourn by Manuel Estrella and second by Tony Cordray. Voted: Unanimous.

Respectfully submitted,

Robert C. Smith

Secretary