

Wilmington Public Safety Facility Committee Meeting
October 23, 2019

In Attendance: Chuck Clerici, Chief Scott Moore, Chief Matt Murano, Melanie Lopez
Absent: Greg Nido, Dennis Richter
In Addition: Gretchen Havreluk
Public Present: Bill Spirka, Jessica Lee Smith

Meeting was brought to order by chuck at 6:06 pm

Visitors, Public Comments

Bill provided paperwork with 5 potential bidders. Jessica inquired about which entity decides on where the safety facility would be funded from.

Approve minutes

Chuck moved to accept minutes of 9/11/19, 10/1/19, and 10/14/19, Melanie seconded, all in favor.

Changes to Agenda

Melanie moved to change meeting time to the second and fourth Thursday of every month at 6pm. Chuck seconded, all in favor.

Review existing materials and next steps

Review of timeline- committee moving towards recommending a bidder by the end of December 2019/ beginning of January 2020.

Discussion on where final RFP should be posted- various lists and newspapers. Gretchen suggests it also be posted on state bid system. Review of RFP draft. Committee to edit RFP and post by Friday, November 1, 2019. All members encouraged to look over draft and submit any changes to Chuck, who will serve as the document keeper. Public records of site as well as any maps available from the town will be attached to the final RFP.

Discussion on department Chiefs finding recently constructed sites that could be used and visited as references for facility needs, architect reputation research and adherence to current Public Safety Facility requirements. Chief Murano shared examples of Vermont towns with joint facilities, outlining the architects and builders used. Chief Moore shared that Fire Department building standards were changed in the past few years, and any sites visited should be ones that adhere to current standards.

Gretchen presents how selection of RFP's has been done and best practices for choosing preferred selection criteria. Advises to pay particular attention to which criteria are the most important and reflecting that on the RFP scoring scale.

Agenda for next meeting:

1. Visitors, Public Comments
2. Approve minutes
3. Possible Changes to Agenda
4. Review existing materials and next steps

Melanie moved to adjourn at 7:07pm. Chuck seconded, All in favor.

Next meeting is scheduled for Thursday, November 14, 2019 at Fire Department at 6:00 pm

Respectfully submitted,
Melanie Lopez
Secretary