

Capital Improvement Committee

MINUTES

Wednesday, December 9, 2020 at 4:30 p.m. at the Town Office

1. Roll Call (Town Manager): Ed Henningsen, Pam Mondschein, Sam Scott, Brad Swanson, Megan Zotara, Dana Lee
2. Ed Henningsen made a motion to accept the October 14, 2020 minutes and Megan Zotara seconded with unanimous approval.
3. Discuss draft RFP for Architectural Services – accept the RFP as circulated today with the following edits:
 - a. Change the 2nd paragraph to: Firms with relevant experience in designing Municipal Buildings that encompass office space, public access, meeting rooms and other multiple requirements are encouraged to submit proposals. The purpose of the RFQ process is to identify the most qualified respondents to support the Town in the first step of this important project. All responses will be reviewed and one or more of the responding companies will be invited to meet with the Town’s representatives. Leading to an award to provide services as defined in the RFQ.
 - b. Add “Select Board” prior to Capital Improvement Planning Committee under PROJECT/SCOPE OF WORK section
 - c. Delete one “which” where there are two together under Conceptual Design section
 - d. Add “Select Board” under SELECTION section
 - e. The RFP will be sent to the 6 – 8 architectural firms determined by Dana Lee and Sam Scott. It will also be available on the website.
4. Discuss Realistic Timeframe for the Study/Voter Approval
 - a. Propose a walk-through on Friday, January 8th, weather permitting. If that date is inconvenient, the firm can contact the Town Manager to reschedule.
 - b. Bids are to be submitted by Thursday, January 28th by the close of business (Town Hall hours that day are 10:30 a.m. – 5:00 p.m.)
 - c. There is \$35,000 in the CI Committee budget for surveys, soil tests, etc. Additional funds can be added to the June ballot if needed.
 - d. The goal is to have the proposal ready for the November 2021 ballot
5. Other CIP Projects
 - a. The Police Department needs a secure storage space for evidence.
 - i. Can convert an existing garage bay for this purpose and then create a carport – the Police Chief was amenable to this concept.

- ii. The converted area will need a ductless heating pump. Thermodynamics will be providing an estimate.
 - iii. It is no longer necessary to cut the curb to create ADA accessible access in front. Signage will be created directing people to the ADA accessible entrance behind the Police Station.
 - iv. The funds budgeted for the curb cut can be used to repair the sprinkler system in the building.
 - b. American Legion Building – This building was donated to the town to be used as an American Legion Building. It is now reverting to town use as the American Legion can no longer maintain it. Dana will arrange a time when CIP Committee members can inspect the building.
 - c. The Committee expressed interest in a trip to the new Arundel Town Office.
 - d. Grants Research – Megan reported the majority of programs providing grants have shut down temporarily due to the pandemic. The programs should be starting up again sometime in 2021.
6. The next meeting will be held on Wednesday, January 13, 2021 at 4:30 p.m.
7. Ed made a motion to adjourn the meeting at 5:25 p.m. and Megan seconded with unanimous approval.