

1 **Littleton Permanent Municipal Building Committee**
2 **Meeting Minutes**
3 **July 22 2009; 7:00 p.m.**
4 **LELWD Conference Room**

5
6 Members present: Joe Collentro, Rich Crowley, Paul Avella,
7 Jef Feehan, Ron Catella, Carl Bryant

8
9 Members absent: None

10
11 Others present: Chief Kelly, Lt. King, Greg Carell, Cindy and David Heitmeyer,
12 George Sanders, Kevin Goddard

13
14 Meeting Called to Order: 7:30 p.m.

15
16 Avella led members and guests in the Pledge of Allegiance.

17
18 On a motion made by Bryant and seconded by Avella, the Committee approved its
19 meeting minutes of 7-8-09 as written. **The Vote: Collentro, Crowley, Avella, Feehan,**
20 **Catella, Bryant – Yes.**

21
22 On a motion made by Avella and seconded by Feehan, the Committee approved the
23 warrant of invoices presented for payment: \$12,739.78 to PMA Consultants for OPM
24 services and \$1,250 to LELWD for administrative services. **The Vote: Collentro, Crowley,**
25 **Avella, Feehan, Catella, Bryant – Yes.**

26
27 On a motion made by Avella and seconded by Crowley, the Committee voted to pay
28 \$246.10 to the Lowell Sun for the track feasibility RFQ legal notice. **The Vote: Collentro,**
29 **Crowley, Avella, Feehan, Catella, Bryant – Yes.**

30
31 On a motion made by Avella and seconded by Crowley, the Committee voted to pay
32 \$111.95 to Community Newspapers for legal notices for the track feasibility RFQ and the
33 Houghton Memorial Building RFQ. **The Vote: Collentro, Crowley, Avella, Feehan,**
34 **Catella, Bryant – Yes.**

35
36 Carell presented pending change orders to the Committee.

37
38 Change Request #44 – automatic openers on two exterior doors -- \$12, 264.

39
40 On a motion made by Avella and seconded by Feehan, the Committee approved CR #44.
41 **The Vote: Collentro, Crowley, Avella, Feehan, Catella, Bryant – Yes.**

42
43 Change Request #48 – add exterior ceiling lighting to illuminate the portico -- \$1,152.

44
45 On a motion made by Avella and seconded by Feehan, the Committee approved CR #44.
46 **The Vote: Collentro, Crowley, Avella, Feehan, Catella, Bryant – Yes.**

49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82

Change Request #49R1 – rearrange tile in the toilet room -- \$2,030.

On a motion made by Avella and seconded by Feehan, the Committee approved CR #49R1. **The Vote: Collentro, Crowley, Avella, Feehan, Catella, Bryant – Yes.**

Feehan updated members on the Houghton roof replacement project. He reported that nine companies had submitted bids, from a low of \$151,000 to a high of \$279,900. He said that Gale would conduct reference checks on the low bidder and report to the Committee. Avella noted for the record that the price cannot be negotiated, i.e., the Committee must accept the lowest qualified bidder.

Catella reported for the Track Feasibility Subcommittee. He said that after evaluating the RFQs, the Subcommittee had narrowed the field to 3 finalists – Gale Associates, JJA Sports and CHA Sports. The three finalists will be invited to appear at a meeting next Wednesday, 7-29-09 for interviews. The Subcommittee will develop a set of questions that will be asked of all the firms.

George Sanders asked the Committee’s rationale in turning down the offer a free track feasibility study from a citizen. Avella explained that the gentleman and his firm were eminently qualified, but were not able to provide the full range/scope of services specified in the RFQ. Catella added that this firm did not have the depth of experience of some of the other firms, so the Committee decided to proceed with its RFQ process.

With no further business before the Committee, on a motion made by Avella and seconded by Bryant, the Committee voted to adjourn the meeting at 8:50 p.m. **The Vote: Collentro, Crowley, Avella, Feehan, Catella, Bryant – Yes.**

The Committee meets next on Wednesday, 7-29-09; 7:00 p.m.

Approved: _____ Date: _____

Joe Collentro, Chair; Littleton Permanent Municipal Building Committee