TOWN BUILDING & SPACE NEEDS ANALYSIS WORKING GROUP MINUTES
WEDNESDAY, JULY 25, 2018
TOWN OFFICES (ROOM 103)
37 SHATTUCK ST. LITTLETON, MA 01460

Working Group’s Charge: “work collaboratively to establish a plan to recommend a long term and short term plan to address the town office space needs.”

1. Meeting called to order at 7:12 P.M. by Chair Chuck DeCoste
2. Members Present: Cindy Napoli, George Sanders, Marjorie Payne, Mark Rambacher, Judy Grande. Quorum present.
   Members Absent: Allen McCrae, Matthew Hunt, Michael Crory, Kathleen Nollet, Richard Crowley
   Staff Present: Anthony Ansaldi, Steve Venuti, Liz Tretiak, Alicia Day

3. Request for Qualifications for OPM: The majority of the meeting was spent discussing the development of a DRAFT Request for Qualifications with the Project Title: Request for OPM Services using the request put forth by the Library in 2015 as a guide. This document needs to be submitted to the BOS; it was agreed the target date to give to the BOS is August 13th. Cindy Napoli and Marc Rambacher will collaborate on this; Chris Stoddard will be the contact person to send the Draft to Board Members and to receive feedback. BOARD MEMBERS PLEASE TAKE NOTE: DO NOT REPLY TO ALL with your responses.
   A motion was made and seconded that the Town/building & Space Needs Analysis Working group submit to the BOS on August 13, 2018 a RFQ for OPM. The vote was unanimously in favor.
   An explanation regarding the value of securing the services of an OPM was reviewed and the process was noted as OPM first, architect second…they both work with the group. The OPM represents us, helps communicate with the architect, oversees the design, etc.

4. Weston & Sampson Design: A proposal from Weston & Sampson to prepare preliminary architectural renderings for the proposed Town Hall/Community Center/Public Library complex at a cost of $12,500.00 was reviewed and discussed. Members expressed a desire to wait for the architect input which would be received as a result of an OPM and to NOT spend $12,500.00 for this at this time.

5. Moved by Mark Rambacher and seconded by Judy Grande to approve the Minutes of June 23, 2018; unanimous vote occurred.
7. Next meeting: August 08, 2018 @ 6:30 PM

(Agenda Item Note: A Vice-Chair needs to be appointed).

Meeting adjourned @ 8:03 P.M.

Respectfully Submitted by Marjorie Payne