

Town Office Committee
Meeting, February 13, 2024
Town Office, 1:30 PM

Agenda:

Approve minutes of Feb. 1 meeting

Review all RFP submissions and select 2 of the 5 submissions to follow up on.

Meeting minutes from Feb. 13, 2023 Town Office Committee

- 1) When it was evident that the Matrix of the RFP submissions provided by NorthHill Assoc. was both incomplete and inaccurate, Committee members were advised to review carefully the submissions and “do your own math”.
- 2) We did this and came up with a more accurate ranking for all components of the Matrix – Architectural Services, Engineering Services, and Reimbursables
- 3) Based on this new information, the TOC selected GVV Architects of Burlington, VT and Merrimack Design of White River Jct., VT. to interview.
- 4) Both firms will be notified of their selection via email and interviews will be scheduled as soon as is convenient to all.

Update: Due to scheduling issues and a COVID 'interruption', interviews were not able to be scheduled until Thursday, March 7. Greg Colling of Merrimack Design in person at the Town Office at 2:30, and GVV via Zoom at 4:00.

Interviews were conducted and are reported in March 7 minutes.

Respectfully submitted,

Curt Albee, Chair