



**Town of Plaistow
Public Safety Complex
Building Committee**
27 Elm Street, Plaistow, NH 03865



PUBLIC SAFETY COMPLEX BUILDING COMMITTEE MINUTES

MEETING DATE: Wednesday, May 28, 2014 @ 11:00 a.m.

PRESENT: Chief Stephen Savage, *Chairman*; Chief John McArdle, *Vice-Chairman*; Sean Fitzgerald, *Town Manager*; Michael Dorman, *Building Inspector*; Dan Poliquin, *Selectmen Representative*; Joan Marsilia, *Master Patrol Officer*; and Patrick Schiavone, *Master Patrol Officer* and Dennis Heffernan, *Budget Committee Representative*.

EXCUSED: William Query, *Citizens Representative*

ABSENT: Lt. William Baldwin, *Emergency Management*

MEETING CALLED TO ORDER: 11:00 a.m.

PUBLIC COMMENT: No public present.

MINUTES: *Motion by Chief Savage to approve the minutes of April 17, 2014 and April 24, 2014, 2nd by J. Marsilia. All in favor. None opposed. – Minutes Approved.*

AGENDA:

New Business: Review and rate the firms that submitted RFP's, based on their submissions and the presentations that occurred on Thursday, May 15, 2014.

Chief Savage informs everyone that they should have had the opportunity to review the information the presentations conducted by the submitting firms. The score sheets should be filled out ranking the firms based on the criteria.

S. Fitzgerald briefs the Committee on the importance of ranking the firms and once compiled the information will be provided to the Board of Selectmen for their review. Today finding the consensus will be the most challenging part. The ability to give the Selectmen all of the information and why the consensus was reached will be the basis for providing the Board of Selectmen a strong recommendation.

Chief Savage inquires if it is the intent of the Board of Selectmen to give the top firms being the opportunity to give full presentations. The very brief opportunity this Committee allowed the firms to present themselves; 30 minutes without extensive presentations and specific questions being provided ahead of time. We saw them at their worst; the Board of Selectmen will have the chance to see them at their best.

Chief McArdle comments that the firms were sent letters with specific instructions as to how the presentations would be given to ensure that there were no surprises when they arrived.

S. Fitzgerald comments that everyone had a fair shot and some seemed more prepared than others.

D. Heffernan inquires of D. Poliquin of the Boards perspective.

D. Poliquin comments that he would like to see 2 or 3 recommended firms put forward, but all of the information provided to the Board of all of the firms and the determinations used to recommend the 2 to 3.

S. Fitzgerald comments that the Committee should meet soon with the Board of Selectmen to review the firms that are being recommended to the Board. This is something that should not be delayed.

The committee reviews their score sheets.

S. Fitzgerald comments, that based on the discussion; Dore & Whittier, HKT and Hutter are the best choices to review further and it is agreed that they will be proposed to the Board of Selectmen.

Discussion occurs regarding individual viewpoints regarding the firms and their presentations.

S. Fitzgerald states that the next phase of this process may require the renaming this committee to be more in line with its next steps.

***Motion by Dennis Heffernan to recommend 3 firms to the Board of Selectmen; HKT, Dore & Whittier & Hutter.
2nd by P. Schiavone
All in favor, None opposed 8-0-0***

ADJOURNMENT: Meeting adjourned at 12:31 p.m.

NEXT MEETING DATE – To be determined.

Respectfully submitted,

Kerry Lee Noel
Recording Secretary