

Town of Swanzey, New Hampshire
Capital Improvements Program Committee

Meeting – November 20, 2013

Swanzey Center Fire Station, 640 Old Homestead Highway, Swanzey, NH

Present were Dave Osgood, Jeff Goller, Charlie Sheaff, Francis Faulkner, Steve Bittel and Bruce Bohannon. Deborah Davis was unable to attend. Also present was Town Administrator Shane O'Keefe and Fire Chief Norm Skantze.

CALL TO ORDER

The meeting was called to order at 1:35 p.m. by Chairperson Osgood.

MINUTES

- Regular meeting(s) of November 4, 2013 – Bittel **moved** to accept the minutes of the November 4, 2013 meeting as presented, seconded by Sheaff, and all were in favor, with Davis abstaining. **Motion passed.**

OTHER BUSINESS

Discuss consultant selection process. Regarding the selection of a consultant for the Municipal Facility Needs and Site Alternatives Analysis, there was a brief discussion about how the process of interviewing and consultant selection should proceed.

Interviews with prospective consultants. Doug Proctor and Jonathan Haller, representatives from Warrenstreet Architects, Inc., arrived at 1:40 p.m. and began their presentation at 1:49 p.m. They presented information about their firm, their approach to the provision of services and answered questions from Committee members. The interview ended at 2:45 p.m. and the Warrenstreet Architects, Inc. representatives left the meeting immediately thereafter.

At 2:50 p.m., Anthony Mento, Eric Palsen and Jason LaCombe from SMP Architecture, and Mark Vincello of WV Engineering, arrived and began their presentation. They provided information about their firm and team, described their approach to the provision of services and answered questions from Committee members. The interview ended at 3:46 p.m. and the SMP Architecture representatives left the meeting immediately thereafter.

At 3:55 p.m., Dan Scully and Katie Sutherland of Daniel V. Scully Architects, Jim Phippard and David Bergeron of Brickstone Land Use Consultants, Jeff Ingram of Ingram Construction Corp. , Peter Signorelli of Mitchell Associates Architects, and Kym Craven of the Public Safety Strategies Group arrived and began their presentation. They provided information about their respective firms, described their approach to the provision of services and answered questions from Committee members. The interview

ended at 5:02 p.m. and the Daniel V. Scully Architects representatives left the meeting immediately thereafter.

Discuss consultant selection process. The Committee and others in attendance discussed the presentations and qualifications of the consultants. Osgood asked Chief Skantze his impressions of the consultants, to which Skantze stated he preferred the final consultant (Scully) due to the breadth of the qualifications of the team.

O'Keefe asked the Committee if they would like him to proceed with reference checks for the finalists before a decision is made. He mentioned that he has received an unsolicited endorsement for SMP Architecture from a colleague just recently, but agreed that the Scully team brought the most expertise to the project.

Committee members were then asked for their comments and recommendations. Each of the Committee members stated that they felt that the Scully team was the most qualified and it was the general opinion that the higher cost of the proposal was probably worth it. It was agreed that the fact that there was a strong presence of local people on the team was also important to the strength of the proposal. Bohannon suggested that whichever consultant is chosen, the project should include using video to help explain the eventual recommendations to the public.

Motion by Bohannon to recommend that the Board of Selectmen hire Daniel V. Scully Architects to perform the services, seconded by Bittel. All were in favor. ***Motion passed.***

It was agreed that this recommendation should be presented to the Selectboard at its November 26, 2013 meeting, and O'Keefe will make sure it is on the agenda.

Schedule next meeting

It was decided to hold off on scheduling the next meeting pending the decision of the Selectboard on how it wishes to proceed with consultant selection.

ADJOURNMENT

Motion at 5:23 p.m. by Bohannon to adjourn the meeting, seconded by Bittel. All were in favor. ***Motion passed.***

Submitted by,

Shane O'Keefe
Town Administrator

Approved on February 19, 2014.