



TOWN OF MENDON

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Architectural and Engineering Study Committee

Minutes – June 29, 2018 Meeting

Attending:

- Committee members Mark Bucchino, Sue Carlson, Diana Carter, Earl Pearlman, Kevin Rudden, Amy Wilson Kent and Pat Vandenberg
- CoA member Brenda Rienzo
- Guest: Allen Kent

1. Kevin discussed the A&E Study Committee background and funding
2. The group unanimously voted in three volunteers as committee officers: Kevin as chair, Earl as vice chair and Pat as secretary
3. Kevin reviewed actions taken to date:
 - A. Hiring Guerriere & Halnon to stake the 1-acre parcel's boundaries
 - B. Hiring White Water a well consultant
 - C. Obtaining the Police Station "shell" site plans, etc.
4. Kevin described the next steps in the process: drafting a Request for Qualifications (RFQ) for architect/engineering services, having Town Counsel review the draft, advertising the RFQ, opening bids and interviewing candidates, selecting a candidate and having the Board of Selectmen approve the firm. The goal is to have a firm under contract no later than the end of October, and the work completed by the end of calendar year 2019.
5. The next meeting time and date was set for 2:00 p.m. on Thursday, July 26, 2018.

APPROVED: JULY 26, 2018