



## **TOWN OF MENDON**

**Council on Aging**  
**62 Providence Street**  
**Mendon, Massachusetts 01756**  
**Telephone: 508-478-6175**  
**Fax: 508-473-7036**  
**Email: [coa@mendonma.gov](mailto:coa@mendonma.gov)**

---

### **Architectural and Engineering Study Committee**

#### **Minutes: November 13, 2018 Meeting**

**Attending:**

- Committee members Kevin Rudden, Diana Carter, Earl Pearlman, Amy Wilson Kent, and Pat Vandenberg. Sue Carlson, Mark Bucchino and Mike Ammendolia were unable to attend.
- Guest: Allan Kent

Meeting called to order at 3:05PM.

1. Approve minutes of August 23, 2018 and September 26, 2018 meetings. Separate motions made and seconded: 8/23/18 – 4 in favor; 1 abstention. 9/26/18 – unanimous.
2. Ratify any actions taken at September 26, 2018 meeting. Motion made and seconded – unanimous.
3. Bill McHenry – housing plans adjacent Senior Center. Bill was unable to attend but Kevin brought a map showing where they are thinking of putting the affordable housing and showing how our area looks with the surrounding creeks. It looks like we will have to have our own access way; no way for us to share an entrance. We should be able to share part of their parking.
4. Discuss building on Morrison Drive. Not being considered by us as a) all the remaining land is wetland; b) parking would have to be on the Fire Station lot; c) there is no area for additional septic as all the rest of the land is wetlands.
5. Update on RFQ process (date issued/response/walk-through/deadline.) It did go out to 6 to different architects we identified; 31 from advertisement from the states register. So we had 37 interested on the RFQ. 10 firms came to the walk-thru. Deadline for questions was yesterday. Questions were only those on the walk-thr; answers send to everyone on the walk-thru. Next milestone is Noon on Monday, November 26, 2018 when they are to submit their proposal. After that we have to wade through whatever is submitted and then decide who we want to interview.

6. Update on state funding guidelines. Amy & Kevin gave them a budget – see attachment. The Town Accountant is going to account for everything we spend before we get the State reimbursement. We have an e-mail approving this.
7. Open discussion. We are waiting for proposals to come in and we have approval to spend our approved 'grant.' We need a committee meeting as close the 11/26/18 as possible. Wednesday was proposed after lunch. We need to set criteria on how we decide which proposals to interview. 1) How much experience they have; 2) Do they meet our money criteria to work with us to come up with a concept drawing; 3) Of the ones with experience which ones have actual senior center build experience; 4) Are they are collaborative? Etc. Kevin is going to talk to the Library and Police people about what they used for criteria. Amy has talked to the Director of Medway about visiting on the 30<sup>th</sup> of November. Kevin want us to visit Milford and Walpole (in January when it opens.) Kevin is going to contact the director of Milford for a Friday in December.
8. Set time and date for next meeting: Wednesday, November 28, 2018 1PM.

Meeting Adjourned at 4PM.

APPROVED: 1/9/19