



## **TOWN OF MENDON**

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

#### **Minutes – November 28, 2018 Meeting**

**Attending:**

- Committee members Mark Bucchino, Sue Carlson, Diana Carter, Earl Pearlman and Kevin Rudden

1. The meeting began at 1:05 p.m.
2. Kevin handed each attendee a copy of the final RFQ that was issued.
3. Kevin handed each attendee a copy of each of the 7 RFQ responses received on November 26.
4. Because no one had read the 7 responses, Kevin suggested that the committee take them home and read them, and meet again in a week to review them. Committee members agreed.
5. Kevin suggested a rating system based on the categories outlined in the RFQ, plus 3 additional areas of cost, why we should/shouldn't interview a firm and rating each firm from 1 (top choice) to 7 (last choice). Committee members agreed.
6. Kevin said he would provide Mike Ammendolia, Pat Vandenberg and Amy Wilson Kent (absent from the meeting) with their copies of the RFQ and 7 responses. (Note: Kevin left Amy's in her office on November 28, gave Pat's set to Amy on November 29, and delivered Mike's set to his house on December 1.)
7. The next meeting time was set for 2:00 p.m. on Thursday, December 6, 2018.
8. The meeting adjourned at 1:20 p.m.

APPROVED: 1/9/19