

## **Housing @ Hildreth House Committee (H@HHC)**

### **Meeting Minutes – February 13, 2017**

*Members Present:* Hank Fitek, Sue Guswa, Victor Normand, Lucy Wallace

*Guests:* Bill Scanlan, Planner; Marie Sobalvarro, Assistant Town Administrator/Human Resources Director/Procurement Officer; Joan Eliyesil, *Harvard Press*

Administrative: Meeting was convened at 2 PM. The minutes of January 26-31, 2017 meeting were approved as written.

Proposals: Victor asked Bill to report on his review of the three proposals and the reference checks he had made. Bill found that all three proposals were complete, that they had met the criteria set forth in the RFP, and that there was no significant difference in their ability to perform the work or in their proposed deliverables. The reference checks for all three were good as well.

Victor asked for members' recommendations. Sue felt TTI Environmental submitted the most complete and comprehensive proposal, as did Hank. Lucy noted that given all three had met our requirements, we had to award the contract to the lowest bidder, TTI. Rick had emailed his opinion and felt that the contract should go to TTI for the same reason. Victor noted that the cost proposal of the second lowest bidder, Allen & Major, could be increased depending on additional requests. Hank asked if TTI's bid of \$17,200 still held, given it was only good for 10 days after proposals were due (1/26/17).

It was moved, seconded and unanimously approved to award the contract to the lowest bidder, TTI Environmental, subject to: 1) the bid of \$17,200 still being valid, and 2) we interview the principal, Benjamin Osgood, before signing a contract.

Lucy reported that the Board of Selectmen had awarded \$30,000 from the two Rantoul Trust funds (\$20,000 from the municipal buildings fund and \$10,000 from the elder funds) to cover the cost of this work. The intent is to reimburse the funds with proceeds from the sale and/or development of the Hildreth property.

Next Steps: Sue reminded the Committee that she will be away from February 26<sup>th</sup> through April 3<sup>rd</sup>. We selected two possible dates to meet with Mr. Osgood: February 21<sup>st</sup> at 11:30 or February 23<sup>rd</sup> at 11:30. Marie will contact Mr. Osgood and advise him of the Committee's decision and determine which date he could meet with us. She will also notify the other two firms of the Committee's decision.

Victor suggested we all reread TTI's proposal before we meet with Mr. Osgood and come prepared with any questions or matters to be clarified.

Bill wondered if GPR could make its CAD file of the Hildreth property available to TTI. Victor felt that could be arranged.

The meeting was adjourned at 2:30 PM.