

## **Minutes**

Council on Aging Board (COA) – Project Development Committee  
Senior Center 230 Webster Street, Marshfield  
December 13, 2017

**ATTENDANCE:** Sheila Gagnon, Carol Hamilton, Maureen Rosenberg, Bill Scott and Barbara Van Houten

**CALL TO ORDER:** The meeting was called to order by Sheila Gagnon at 2:15 PM.

**MINUTES:** There were no minutes approved.

**DISCUSSION:** The discussion was around how to organize the building expansion and what group needed to be formed in order to start the process. Carol passed out a list of tasks that need to occur to hire an architect/designer. This was provided by the former facilities manager. The town is in the process of hiring a new employee but the timing is uncertain as his/her expertise or availability. In addition to this list, back up documents were also distributed to the committee. We went through the forms to explain the purpose and to answer any questions that the members might have. The committee agreed that technical expertise is important and we are hoping to access the services of the facilities manager and the DPW engineering department. One member suggested developing a time line to keep us on track. Carol will contact the assistant facilities manager to ask his opinion and will see if Brian Adams is available for consultation. Sheila will contact Matt Currie who offered to assist us when we met with him some time ago. Matt worked on the school project but we are not sure if he worked on Marketing or has expertise in a technical field and would be helpful on the Building Committee. The requirements seem daunting but the committee felt it was imperative to hire an architect as soon as possible. This would be in order to give him ample time to come up with a design and cost estimate for the Senior Center expansion.

- 1) RFQ for Design and Engineering Services / Advertisement
- 2) Request for Services i.e. Project Information, Scope of Services, Minimum qualifications, proposal requirements, selection criteria, comparative evaluation criteria, & general info.
- 3) Standard Designers Application Form for Municipalities
- 4) Respondent's Scoring Sheet
- 5) State Publications Secretary of the commonwealth notice of designer service
- 6) Interview Questions
- 7) Minimum Qualifications
- 8) Various required forms

**NEXT MEETING:** The next meeting was tentatively scheduled for January 4, 2017 @ 10:00 am.

**ADJOURNMENT:** The meeting was adjourned at 3:02 pm.

Respectfully submitted,

Carol Hamilton, Director Council on Aging

