

TOWN OF FREDONIA / VILLAGE OF FREDONIA
SHARED HALL COMMITTEE MINUTES

May 3, 2007 Meeting

A meeting of the Fredonia Shared Hall Committee (Town of Fredonia and Village of Fredonia members) was held on Tuesday, May 3, 2007 at the Waubeka Firehouse meeting room, located at W4114 River Street. Leider called the meeting to order at 5:30 p.m. with the Pledge of Allegiance.

Present:

Members: Lance Leider, Larry Palm, James Stemper, Larry Waskiewicz
(Larry Waskiewicz has replaced Joe Short as a Village member)

Deputy Clerk: Dave Gorton

This meeting was held in compliance with the Open Meeting Law. Copies of the agenda were posted in three public places in the Town and three public places in the Village.

Previous Minutes: Motion: to approve minutes of the 3/29/07 meeting by Stemper; second Palm; carried. Waskiewicz abstained.

Public Comments: None

Building Process Discussion: Stemper, Leider and Waskiewicz spoke in favor of proceeding with an architect rather than a design build firm. Discussion followed:

Criteria for selecting architect include:

- Client references
- Similar completed projects (multi jurisdiction municipal building)
- Project management – cost control, scheduling, on-site management
- Fees and architectural costs
- Estimated building construction costs
- Estimated building maintenance costs
- Availability – immediate start / timely schedule
- On-site presence during construction
- Detail review of most recent 5 completed projects –
 - Original estimated cost and project schedule
 - Actual complete costs, start and complete dates
- Experience with local governmental projects

Duties of architect to include:

- Site plan
- Building and site conceptual ideas
- Complete building & construction plans
- Establish and oversee bidding process
- Overall project direction and control
- Coordinate and direct general and sub-contractors
- Receipt for on-site material deliveries
- Authorize vendor payments

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Proposed timeline for selection process:

05/14/07	Post and release for papers "Architect Wanted" notice
05/14/07 –	
05/31/07	Respond to inquires and proved data packet for project
06/01/07	Due date for receipt of responses to notice
06/04/07	Review responses, select initial potential applicants
06/11/07 &	
06/18/07	Closed session interviews of applicants
06/25/07	Open session interview of best applicants (3)
07/09/07	Identify final selection and refer to Town Board (7/12) and Village Board (7/19)
08/01/07	Sign contract
09/01/07	Complete bid process and begin construction

The committee also discussed the need to review the site plan to determine the location of the building and to select a committee chairperson.

Next Meeting Date: 05/07/07 at 7:00 p.m.

Adjourn: Motion: Leider to adjourn; second Stemper; carried. Adjourn 6:35 p.m.

Dave Gorton
Deputy Clerk
(approved 5/7/07)