



CITY OF DOVER

POLICE FACILITY BUILDING COMMITTEE - MINUTES

Meeting Type: Regular Meeting
Meeting Location: Second Floor Conference Room
288 Central Avenue, Dover, NH 03820
Meeting Date: **June 3, 2013**
Meeting Time: **5:00 P.M.**

Members Present: Chief Tony Colarusso, Deputy Mayor Bob Carrier, Captain Bill Breault, David Hanna, Sergeant Mark Collopy, Officer Sean Mask

Members Not Present: Planning Director Chris Parker, Jack Buckley

Others Present: Purchasing Agent Ann Legere
Ken Costello, Ken Costello Design, LLC
Bruce A. Dillon, Dore & Whittier Architects, Inc.

NOTES

A motion was made by Mark Collopy to approve the May 2, 2013 Police Facility Building Committee minutes and was seconded by Tony Colarusso. All members present were in favor.

OLD BUSINESS

A discussion was held on the final evaluation process that will be implemented for RFQ responses as it pertains to the selection and hiring of an architectural design firm. Bill Breault had supplied each member with copies of the 14 responses from various firms. Each member was given scoring sheets and the committee would compile a list at the next scheduled meeting of the six or less firms that will go through the process of interviewing.

After a brief discussion and review of the scoring, four architectural design firms were chosen to go through the interview process. The four firms were: Lavallee Brensinger, CMK Architects, AG Architects, and Oak Point Associates. A motion was made by Tony Colarusso to accept the four firms listed for the final interview process and it was seconded by Sean Mask. A roll call vote was taken and all members present were in favor. Once a final date is determined, Ann Legere will advise the firms of the scheduled date.

It was decided that Bill Breault will meet with Dave Hanna to compile a list of guidelines and questions to be followed throughout the interview process and a draft will be sent to the committee members for review.

CITIZEN'S FORUM

Bruce Dillon of Dore & Whittier Architects, Inc. asked the Police Facility Building Committee, that when the final selection process is completed and a firm is named, if they could receive feedback as to why their firm was not chosen for the interview process.

NEW BUSINESS

No new business was addressed at the June 3, 2013 Police Facility Building Committee meeting.



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OTHER BUSINESS

The Police Facility Building Committee interviews for a potential Architectural Design Firm is tentatively scheduled for July 1, 2013.

A motion was made to adjourn the June 3, 2013 Police Facility Building Committee meeting by Tony Colarusso and seconded by Mark Collopy. All members present were in favor.