

Town of North Yarmouth  
Town Office Renovations Committee  
October 20, 2016 – 4:00 p.m. Town Office Meeting Room

Agenda:

- I. Call to order
- II. Review and approval of 9/29/2016 minutes
- III. Engineers Reports - RFP
- IV. Request to Select Board
- V. Inspection of Building In / Out
- VI. Adjourn (3:00 p.m.)

Minutes:

Members present: Andy Walsh, Clark Baston, Jim Knight, Greg Payson, Rosemary Roy and Debbie Grover (Ryan Keith absent, attending training).

- I. Chairman Walsh called meeting to order at 4pm.
- II. A motion was made by Clark Baston to accept the minutes from 9/29/2016 as printed, motion seconded by Jim Knight; all in favor.
- III. No engineer reports to review: Ryan left word with Rosemary that during his telephone conversations with different firms it will cost somewhere between \$5,000 and \$8,000 to have an assessment done on the Town Office. Chairman Walsh disagreed with that statement feels we can get an assessment of the Town Office for free and will be reaching out to his contacts. Rosemary suggested that Andy reach out to Ryan to be sure we are on the same page. The committee reviewed and edited the RFQ (Request for Qualifications) and RFP (Request for Proposals) forms.
- IV. Rosemary noted that a formal letter from the Chairman will need to go before the Select Board regarding the RFQ and RFP.
- V. Committee then toured the Town Office interior and exterior noting structural and efficiency issues.
- VI. Next meeting is scheduled for December 8, 2016 at 4pm in the Town Office meeting room. Meeting adjourned at 5pm.