

Town of Starksboro  
Jerusalem Community Center Committee  
Minutes (DRAFT)  
April 29, 2019  
(Unapproved)

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Present: Susan Klaiber, Alan Quittner, Luke McCarthy, Megan Nedzinski, Tom Estey  
Unable to attend: Greg Cousino, Greg Orvis

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The meeting was called to order by Chair Susan Klaiber at 6:15 p.m.

**Visitors Business:** None

**Minutes:** The 3/25/2019 minutes were reviewed. Two minor amendments were suggested.

**Motion:** M. Nedzinski made a motion to approve the minutes of 3/29/2019 with two minor amendments, seconded by T. Estey.

**Vote:** All in favor

**Minutes:** The 4/11/2019 minutes were reviewed.

**Motion:** A. Quittner made a motion to approve the 4/11/2019 minutes as written, seconded by M. Nedzinski.

**Vote:** All in favor

**Environmental Assessment** – Clay Point Associates will be on site on May 3 in the morning to conduct an assessment of the building for hazardous materials. S. Klaiber will be present on the morning of the 3<sup>rd</sup> to answer any questions.

**Community Survey** – Arc & Arrow sent the committee a contract to assist with the community survey and it is ready to be presented to the Select Board for approval. Due to the limited number of meetings remaining the committee discussed the possibility of scheduling an interim meeting to meet with Arc & Arrow once the contract is approved.

**Motion:** T. Estey made a motion to present the Arc & Arrow contract to the Select Board for approval, seconded by M. Nedzinski.

**Vote:** All in favor.

**Request for Proposal** – The Committee was presented a draft RFP for architectural services at the Schoolhouse and the Fire Department. The Committee reviewed the RFP page by page and extensive discussion was had regarding changes, additions, and clarifications. The committee also discussed the difference between design-build services, the design-bid-build process, and construction management. Lengthy discussions ensued about timeframes and coordinating those timeframes with Select Board meetings. Multiple additional meetings will be warned to accommodate the RFP process.

**Motion:** T. Estey made a motion to apply the discussed changes to the RFP and present it to the Select Board meeting on 5/7/2019, seconded by L. McCarthy.

**Vote:** All in favor

**Fundraising/Grant Opportunities & Other Business** – Due to the time the Committee decided to postpone discussion of the remaining agenda items.

**Motion:** M. Nedzinski made a motion to move the remaining agenda items to the next meeting, seconded by L. McCarthy.

**Vote:** All in favor

**Next Steps/ Next Meeting** – Discussion of postponed agenda items. Discussion of approved Arc & Arrow contract. Discussion of approved RFP.

The next meeting will be held on Monday, May 27, at 6:00 pm at the Schoolhouse.

**Motion:** Motion was made by M. Nedzinski to adjourn. Seconded by T. Estey.

**Vote:** All in favor.

Meeting adjourned at 8:40.