

**Joint Meeting of the North Brookfield Board of Selectmen  
and the Town House Advisory Committee**

**Location:** 55 School Street  
Police Department Training Room

**Date:** January 8, 2015      **Time:** 19:15

**In Attendance:** Members of the TH Advisory Committee (THAC) Trish Miller, Jason Petraitis, Tom Skowron, Larry Underwood, Peter Shipman

Members of the Board of Selectmen: Bob Smith, Mary Walter and Eric Hevy

The Selectmen joined the meeting in progress of the Town House Advisory Committee for the purpose of accepting their recommendations and voting the acceptance of the bid for Architectural Services for the Town House Capital Improvements utilizing the money received from Senator Brewer through an earmark in the State Budget.

At 19:18 Mrs. Walter moved and Mr. Hevy seconded a motion to call the meeting to order. So voted.

Peter Shipman, Chairman of the TH Advisory Committee summarized the recommendation of the Committee to accept the bid of Garofalo Design Associates, Incorporated (GDA) located at 214 Lincoln Street Suite 208, Boston, MA 02134. The committee concluded that all of the requirements of the RFQ were met with the exception of the services of a clerk of the works. Mr. Shipman responded that this would be negotiated as part of the Architect's contract. Mr. Shipman also brought up the fact that the Committee had agreed that there was too much time dedicated to the first Phase (Investigative and Schematic Design) of the project and that shortening this activity would also be negotiated in the contract. A copy of the GDA proposal is on file in the office of the Board of Selectmen.

Upon completion of the Committee's remarks and summary of the bid, Mr. Smith called for a motion to approve the recommendation of the THAC to retain Garafalo Design Associates, Inc. to provide Design Services for the Town House Renovation Project as set forth in their January 5 proposal. Mrs. Walter moved and Mr. Hevy seconded the motion. So voted unanimously.

Mr. Shipman asked who would negotiate the contract. Mr. Smith responded that the contract would be signed under the authority of the Board of Selectmen, but that the Committee represented by the Chairman would negotiate the contract. Upon completion of the draft contract the Selectmen would review it with Town Counsel, make any necessary modifications and execute the contract on behalf of the Committee. Mr. Shipman stated that he would contact GDA and begin the negotiation tomorrow.

Mr. Shipman finished his remarks by seeking guidance from the Selectmen and the Committee regarding formal disclosure of having worked on another project with GDA. As Director of Buildings and Grounds at the North Brookfield Schools, Mr. Shipman was the Project Manager of Phase I of the School Window Replacement Project under a grant from MSBA. After a brief discussion the Committee and the Board of Selectmen felt that a conflict of interest did not exist, and that mention in the minutes of this meeting was sufficient to satisfy disclosure.

There was a brief discussion of the posting of an Order to Cease and desist by the Architectural Access Board (AAB) on the Town House on January 7, 2015 (Attachment 1). The Selectmen explained that a series of strategies are in place to resolve the issue beginning with the Architect negotiating with AAB as a first priority once he is under contract. This first step was suggested by the North Brookfield Building Inspector.

There being no further business for the meeting. Mrs. Walter moved and Mr. Hevy seconded a motion to adjourn at 19:55. So voted.

Respectfully submitted,

Mary F. Walter, Board of Selectmen Vice Chair