

## **Housing @ Hildreth House Committee (H@HHC)** **Meeting Minutes - January 26-31, 2017**

*Members Present:* Hank Fitek, Sue Guswa, Fran Nickerson, Victor Normand, Lucy Wallace  
*Guests:* Marie Sobalvarro, Assistant Town Administrator/Human Resources Director/Procurement Officer; Joan Eliyesil, *Harvard Press*

Administrative: Meeting was convened at 1:35 PM. The minutes of January 3, 2017 meeting were approved as written.

Proposals: Marie distributed copies of the 3 proposals received in response to the RFP for an engineering firm to prepare a preliminary site plan. The firms and bids were as follows:

TTI Environmental Inc.	\$17,200
Allen & Major Associates, Inc.	\$23,750
GPR	\$29,400

Lucy reported that the Board of Selectmen had approved the use of \$30,000 of Rantoul Funds, with funds to be reimbursed upon disposal of the property or completion of the project. She also confirmed with Marie that absent a disqualifying factor, the contract must be awarded to the lowest bidder, TTI Environmental. If we decide to award the contract to Allen & Major or GPR we must thoroughly document the reasons why it did not go to TTI.

After some discussion, we agreed we needed time to carefully review the proposals before making a decision. Sue offered to have her husband, Jack, who is a hydrogeologist/civil engineer, review the proposals. Victor suggested having Bill Scanlon also review the proposals, and seek and check references for the three firms. As there was a question of the amount of time Bill is authorized to spend on this project, Victor will contact Kara Minar, Planning Board chair for clarification. Given the funds approved by the Selectmen, it might be possible for Bill to be paid from them.

Marie offered to scan and email the proposals to Committee members, Jack and Bill.

It was moved and approved to continue this meeting to Tuesday, January 31, 2017, at 2 PM at which time an engineering firm will be selected to recommend to the Selectmen.

General Discussion: Sue reported that there had been a discussion at the last Council on Aging meeting regarding what constituted moderate priced housing for seniors looking to downsize. Members discussed the various factors that could impact the cost of housing (size of units, site development, expected return on disposal of land, etc.) and agreed that once an engineer was on board it would be worth spending a meeting considering them.

The meeting was suspended at 2:45 PM and will reconvene at 1:30 PM on January 31<sup>st</sup>.

The next regular meeting will be at 2:00 PM on Thursday, February 9, 2017.

### Continued Meeting – January 31, 2017

*Members Present:* Sue Guswa, Fran Nickerson, Victor Normand, Lucy Wallace  
*Guests Present:* Bill Scanlon, Planner; Joan Eliyesil, *Harvard Press*

Administrative: The meeting was reconvened at 2:03 PM. Victor reported that he had spoken with the Planning Board chair and confirmed that Bill was available to the Committee to provide technical support. Bill will review the three proposals, check references, and report to the Committee at its next meeting on February 9<sup>th</sup>.

The meeting was adjourned at 2:05 PM.

The next regular meeting will be at 2:00 PM on Thursday, February 9, 2017.