



Windham Depot Advisory Committee

November 30, 2007

Minutes

Friday November 30, 2007; 3:00 pm, Planning Office Building

Meeting called to order at 3:08

Attendance: Dick Forde, John Mangan, Wayne Morris, Carolyn Webber, Dave Sullivan, Mark Samsel

Accept previous Minutes if available; October 19, 2007

Old Business:

- Work in process/complete
 - Summary of hours worked – approximately 486
 - We discussed in general work completed
 - Switch install – discussion to place a metal grate cover over bar
 - Commode – Bill Dugan and Chip Lord acquired the toilet and walls from the C26. Installation has started.
- Review work list – open items/estimates received
 - Floor finish - Spring
 - Siding repair
 - Donation Plaques – no update
- Caboose Funding Status
 - Move donations
 - Town has allocated \$5,500 in the 2008 budget for the move; the assumption is that the DAC will have \$2,500 towards the cost. We will also need money total received by “The Kitchen.” Mark noted getting notified of a “tie” donation from the Salem Exchange Club went to “The Kitchen.”
 - Raffle update – We have the tickets from Cheryl, train set from Treasured Toys.
- Long term agreement/ any update?
 - Agreement for T/E project has been received, sent to town attorney for review. We have 9 months to start the engineering phase of the project.
 - The key decision is for us to decide to use a “quality based selection process” or work outside the grant.
 - Discussion as to different scenarios with services being covered by the T/E grant, and what payments to service providers made by the town could go to the town portion of the grant.
 - Dave indicated the first step would be to send an RFQ (Request for Qualifications) to Project Management companies that would include an overview of our plans for construction. We would select a representative number to come in to present their qualifications and conceptual ideas. Determined we may want to do this whether or not we use a “Grant paid” engineer or an “outside the Grant” firm.
 - We need to target a decision by middle of January.



- Dave indicated he would ask Ram Madalli to sit in on our next meeting to answer any questions. We will plan for meeting before the Christmas Holiday.

New Business:

- Timing for Town Report – Dave indicated Town Reports will be due about end of year. Letters will go out to required contributors. Mark indicated he has started the DAC Report.

Next Meeting:

- Will coordinate with Ram Madalli's availability. Target 2nd or 3rd week of December.

Meeting adjourned at 4:06 pm