

SPECIAL MEETING - November 29, 2011

Review of Specifications for Town Hall Renovations

LEGAL NOTICE

TO: TOWN OF PREBLE BOARD MEMBERS

A special meeting of the Town Board of the Town of Preble will be held at the Preble Town Hall on Preble Road, Preble, New York, on the 29th day of November, 2011 at 7:30 p.m. for the purpose of reviewing specifications for Town Hall renovations.

Special meeting to review the Preble Town Hall Upgrade bid packets, November 29, 2011

The meeting was opened at 7:37 P.M..

Board members present: Supervisor Doring, Debra Brock, David Morse and Tom Fox
Others attending: Don Armstrong, Jay Currie and Ken Brock

Discussion was opened on the bid packets prepared by Central New York Regional Planning and Development staff.

Attorney Armstrong advised: The bid packet is not detailed enough to have a base of comparison when reviewing completed bids. The packet format needs to be changed. The title is 'Request for Proposal', which is not accurate. Requested examples of bid packets for envelope and solar projects done by other municipalities. Attorney Armstrong will supply a bid form and an occlusion statement and will have the legal notice ready for publication.

Council person, Debra Brock, asked to have the HVAC system brand and model stated in the packet, with the statement added 'or equivalent'.

A general discussion followed, with the decision to ask Paul Sheneman to review the HVAC and Solar packets to advise if they are acceptable as written or if they need to be changed.

A resolution to accept the bid packets contingent on the engineer's review and approval was made by Tom Fox, seconded by Jim Doring, and passed.

Deb Brock will contact Paul to determine a cost and time frame for his review. She will deliver copies of the bid packets, along with the meeting minutes draft to Paul.

When the bid packets are approved, Jeff will release the bid notice that Don is writing to the newspaper and Jay will post in online via an approved website used by SUNY Cortland,

Dave Morse then made a motion to close the meeting, seconded by Tom Fox; meeting closed at 8:25 P.M..

Respectfully submitted by Debra Brock, Town Council member

Unofficial 11/30/11
Official

Respectfully submitted , Debra Brock, Town Council member

Unofficial 9/07/2011; Official 10/10/2011