

LUNENBURG MUNICIPAL BUILDING DESIGN COMMITTEE



17 Main Street, P. O. Box 135
Lunenburg, MA 01462
978-582-4144 Fax 978-582-4148

Meeting Minutes November 4, 2024 5:30pm

Members Present: Brian Lehtinen, Michael-Ray Jeffreys, Greg Roy, David Blatt, Kristina Masaitis, Matthew Allison, Tom Gray

Members absent: David Blatt

Town Employees: na

Community Guests: Anthony Sculimbrene

Meeting called to order at 5:35pm.

The meeting resumed with a review of the RFP, starting with a review of the tours provided to potential firms. There was one firm, Taylor and Burns, that submitted before the deadline. One firm submitted after the deadline and it was discussed it cannot be accepted. The committee discussed options available with only one submission. The committee reviewed the submission and evaluated the proposal with the evaluation criteria for proposals.

In regards to scoring General Quality of Response, Brian Lehtinen, Kristina Masaitis, and Michael-Ray Jeffreys ranked the firm Advantageous, Thomas Gray, Matthew Allison, and Anthony Sculimbrene ranked the firm Acceptable.

In regards to scoring Experience with projects of similar size and score, Brian Lehtinen, Thomas Gray, and Michael-Ray Jeffreys ranked the firm Highly Advantageous, Matthew Allison and Kristina Masaitis ranked the firm Advantageous, and Anthony Sculimbrene ranked the firm Acceptable.

In regards to scoring Historic Preservation Experience, Brian Lehtinen, Kristina Masaitis, and Michael-Ray Jeffreys ranked the firm Advantageous, Thomas Gray, Matthew Allison, and Anthony Sculimbrene ranked the firm Acceptable.

In regards to scoring Project Approach, Brian Lehtinen, Kristina Masaitis, Thomas Gray and Michael-Ray Jeffreys ranked the firm Advantageous, Matthew Allison, and Anthony Sculimbrene ranked the firm Acceptable.

In regards to scoring Firm Stability and Capability, Michael-Ray Jeffreys ranked the firm highly advantageous, Brian Lehtinen, Thomas Gray, Matthew Allison, and Kristina Masaitis, ranked the firm Advantageous, and Anthony Sculimbrene ranked the firm Acceptable.

Michael-Ray Jeffreys and Anthony Sculimbrene will reach out to the references for the committee.

Interview questions should be prepared by the 14th. Members can send Michael-Ray Jeffries questions ahead of time.

Michael-Ray Jeffreys made a motion to approve minutes from September 9, 2024, September 23, 2024, October 16, 2023, and November 8, 2023 was seconded by Brian Lehtinen, unanimously passed.

Motion to adjourn by Thomas Gray at 7:20pm, seconded by Matthew Allison, unanimously passed.