

**Municipal Building Committee
Long Sands Bathhouse
Minutes for March 18, 2015**

Present: Michael Sullivan, Director of Parks and Recreation, Dean Lessard, Director of Public Works, Jim Bartlett, Stu Dawson, Nelson Giordano, Joseph Lipton, James Smith, Tim Ward, Erin O'Dea

Absent: Dylan Smith

1. Review the Municipal Building Committee Charter for the Long Sands Bathhouse as approved by the Board of Selectmen on February 23, 2015.

- Discussed:
 - o Clarification of General Responsibilities (Charter is in effect until completed or terminated).
 - o Department of Public Works project involvement.
 - o Process should be open to the public for suggestions, questions and concerns.
 - o Dylan Smith will be involved with the project to deal with zoning questions and issues.
 - o Dean Lessard and Mike Sullivan will be the main contacts to work with the engineers. Board of Selectmen will be kept up to date on all activity.
 - o Project Chairman and design consultants will determine when to attend Selectmen meetings (Limited to three meetings through project duration).
 - o There are ownership and property rights to be determined.
 - o Project management framework is open to change as the project progresses.
 - o Identify the timeline challenges. The goal is to have the project completed for the summer of 2016.
 - Construction Bids accepted fall 2015
 - o All meetings will be televised per the Board of Selectmen.

2. Election of Officers – Chairman, Vice-chairman and Secretary.

- Jim Bartlett elected Chairman (6-0).
- Tim Ward elected Vice-Chairman (6-0).
- Nelson Giordano elected Ceremonial Secretary (6-0).
- Erin O'Dea elected Working Secretary (6-0).

3. Overview, Long Sands Beach Master Plan. (Dean Lessard, Director of Public Works and Mike Sullivan, Director of Parks and Recreation)

- Drainage Study Recap by Dean Lessard.
- Discussion of:
 - Property rights and prescriptive rights.

- History of approvals pertinent to the project.
- Municipal Grants that were awarded for the project.
- "Complete Streets" Design.
- Lifeguard Headquarters to be housed at the new bathhouse.
- Concerns about emergency beach access.
- Upcoming meeting with the Town Attorney in Portland, Maine scheduled for Friday, March 20, 2015. Dean Lessard, Mike Sullivan and Jim Bartlett are expected to attend.

4. Review RFP developed for design and consulting services as approached by the Board of Selectmen on January 12, 2015.

Discussed:

- Dean Lessard, Mike Sullivan, Dylan Smith and Stu Dawson received eight project bids, interviewed perspective applicants and ultimately awarded the bid to Ransom Consulting, Inc.
- It was suggested that Jim Bartlett reach out to Steve Bradstreet of Ransom Consulting, Inc. to determine when Ransom should attend the Committee meetings.

5. Review proposal and scope of services from the design consultants awarded the contract for the Long Sands Beach Master Plan. Ransom Consulting, Inc. of Portland, Maine.

Discussed:

- The Request for Proposal will determine the timeline going forward.

6. Establish a day and time for the next meeting of the Building Committee.

- The next meeting is scheduled for April 1, 2015 at 5:00pm at the York Public Library pending room availability.

- Meeting minutes will reside on the Parks and Recreation website with a link to the Long Sands Beach Master Plan Project.
- Meeting minutes will be posted along with any other documentation related to the project.

7. Adjourn.