

Public Works Facility Building Committee

OPM Procurement Sub-Committee

July 2, 2018 Montague Town Hall Downstairs Meeting Room.

Present: Jason Burbank, Ariel Elan, Steve Ellis, Pamela Hanold,

Meeting called to order at 5:15 pm

Motion to nominate Pam Hanold as chair, Ariel Elan, 2<sup>nd</sup> Jason Burbank, all in favor.

We review the template we have from Weston and Sampson, as well as suggestion to include assistance with owners project requirements in the OPM scope.

We work to incorporate suggestions from last DPW building committee meeting into the working document.

Steve Ellis offers to incorporate all suggestions into a working document for our next meeting.

Next meeting July 12, 2018 same location.

Motion to adjourn 6:15 pm, Ariel Elan, 2<sup>nd</sup> Jason Burbank, all in favor.