

**MINUTES OF THE SPECIAL TOWN BOARD MEETING**

**Saturday, April 21, 2018**

**AT 9:00 AM**

**PERSONS PRESENT**

**TOWN BOARD**

Supervisor, Merilee Walker  
Councilperson, William Mann  
Councilperson, Michael Hillier  
Councilperson, Jim Forrester  
Councilperson, Randall Morris

**RECORDING CLERK**

Cheyenne DeMarco

**PERSONNEL**

CEO, Mark Mullikin

**VISITORS**

Rick Moran, Dana Wood,  
Tim Cassidy, Joe Curry

**CALL TO ORDER**

Supervisor Walker called the meeting to order at 9:00 AM. Roll call was taken with all members present.

**PLEDGE TO THE FLAG**

All persons stood as Cheyenne DeMarco led the pledge.

**PRIVILEGE OF THE FLOOR**

None.

**NEW HIGHWAY BUILDING**

Supervisor Walker stated this is preliminary planning meeting for the new Town Highway Department. \$200,000 has been set aside within a certificate of deposit but the fact is that is not enough for a new building.

Advice from the appointed town attorney, Richardson and Pullen, was reviewed in regards to the procedures of a Request for Proposal (RFP).

The pros and cons of using an RFP vs. competitive bidding was discussed. The board stated they would be in support of an RFP on the condition that it foster a more competitive process.

The board discussed the need to develop specifications of what they need and want, such as property acreage, water and sewer availability, utilities and plumbing. Beyond the building bidding process, they would need to also accept bids for Electrical utility and plumbing. It was discussed that with each bid and contract the attorneys would need to review them.

Town attorneys, Richardson and Pullen, made a recommendation to the town board to contact a Buffalo attorney, Daniel Spitzer, who has more experience with RFPs. The board decided to verify with at least three other references before reaching out to Attorney Spitzer.

It was suggested to get an engineer with RFP experience as well as an attorney.

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Jim suggested reaching out to the Association of Towns for a roster of attorneys who specialize in RFPs, and Supervisor Walker will reach out to Lisa Grosse at the County for advice on how the county handles procedures with RFPs.

It was suggested to have a municipal clause within their agreement or a “no cause termination clause” that would protect the municipality by giving them the ability to reject every proposal in the risk that no good proposals are submitted.

Supervisor Walker stated that NYSERTA can help funding wise if they can design and classify their new building as a “green – energy efficient” building.

When looking at engineers, it has to be clear if the engineer will also be the construction manager.

It is predicted that for all the utilities, plumbing and requirements for the new building, for the inside only, would be an estimate of a minimum of \$557,000 and the outside a minimum of \$200,000 without the sheds installed.

Rick stated that they will save costs by having their crew disassemble and reassemble the salt barns themselves.

It was decided to report back on May 8<sup>th</sup> with proposals and answers from Association of Towns (AOT), reviews on the Buffalo attorney Daniel Spitzer and Livingston County in regards to the RFP process.

**ADJOURNMENT**

Being that there was no further business, there was a motion to adjourn. The motion was made by Bill Mann, seconded by Jim Forrester, and carried 5-0.

The meeting adjourned at 9:45 AM.

RESPECTFULLY SUBMITTED,

CHEYENNE DEMARCO  
NUNDA TOWN CLERK