**FIRE STATION # 2 REHAB / RENOVATION COMMITTEE**

**MEETING MINUTES**

**HARWICH FIRE HEADQUARTERS – TRAINING ROOM**

**175 SISSON RD, HARWICH MA 02645**

**TUESDAY JUN 20, 2017**

**2:30 PM**

I. CALL TO ORDER and PLEDGE of ALLEGIANCE

II. ROLL CALL

In Attendance: Craig Chadwick, Richard Waystack, John Clarke, Joe Rego, Scott Tyldesley and Sean Libby

Ad Hoc In Attendance: Charleen Greenhalgh

III. CONSENT AGENDA

1. MOTION TO APPROVE MINUTES of MAY 23, 2017 MEETING – Chadwick

2nd by Waystack. Vote Unanimous.

IV. OLD BUSINESS

1. NONE

V. NEW BUSINESS

A. COMMITTEE CHARTER “NEW CHARGE”

B. COMMITTEE REORGANIZATION

-MOTION to Nominate Craig Chadwick as Chairman – Clarke. 2nd by Waystack. Vote Unanimous.

-MOTION to Nominate Waystack as Vice Chairman – Libby. 2nd by Tyldesley. Vote Unanimous.

-MOTION to Nominate Rego as Secretary – Waystack. 2nd by Chadwick. Vote Unanimous.

C. “NEW CHARGE” TASK ASSIGNMENTS

- RFP sample to be edited to our charge by June 28th

- John Clarke to ask Chief Clarke for direction on housing of FD personnel during construction, for the purpose’s of the RFP.

D. SUMMER MEETING SCHEDULE

- RFP sample Draft due June 28

- RFP to be complete by July 10

- Committee Meeting July 18, 2:30pm at Harwich Fire HQ

- RFP Q & A July 25

- Bid to Open August 8

- Committee Meeting August 15, 2:30pm at Harwich Fire HQ

- Board of Selectmen’s Meeting August 21

- Committee Meeting September 19, 2:30pm at Harwich Fire HQ

MOTION to Adjourn – Libby. 2nd by Waystack. Vote Unanimous.

Per the Attorney General’s Office: The Committee may hold an open session for topics not reasonably anticipated by the Chair 48 hours in advance of the meeting following “New Business”. If you are deaf or hard of hearing or a person with a disability who requires an accommodation, contact the Selectmen’s Office at 508-430-7513.

AUTHORIZED POSTING OFFICER

Joseph Rego, Secretary

July 9, 2017