

Westfield Township

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Board of Trustees

SPECIAL MEETING

August 3, 2018 - 4:00PM

Chairman Schmidt called meeting to order at 4:05PM. Roll call: Schmidt - aye, Likley - aye, Horner - aye. Also present is Chief Fletcher, Rick Robbs and Sean Barbina.

Discussion for the purpose of drafting and formating the RFQ and the legal notice for the new safety service building/fire station to be coordinated thru DSA. Legal notice to be advertized in PD, ABJ, Gazette and various trade publication sites to solicit proposals to be sent back no later than 8/30/18 to DSA. Future dates set up to review the RFQ's received and develop a short list of respondents to set up for interviews.

The date schedule established for this process:

RFQ deadline:	Aug 28 (Tues)
Copies to Teresa:	Aug 30 (morning)
Recommendation:	Aug 31 (Fri)
Shortlist selection:	Sept 6 (Thu)(meeting at 4pm)
Short list notice:	Sept 10 (Mon)
Interviews:	Sept 21 (meeting - 9, 1030, 12)
Award:	Oct. 1 (Mon)(meeting)

Likley makes a motion to adjourn at 5:04PM. Second by Horner. All said aye. Carried.

Respectfully Submitted by:
Michael Schmidt, Chairman

Date approved 8-20-18


Trustee Likley


Trustee Schmidt


Trustee Horner