

20070529 WT TOWN HALL RENOVATION COMMITTEE MINUTES

PRESENT: Bea Phear, Kent Healy, Kate Warner, Ginny Jones; Kathy Logue & Jen Rand ex officio members

ABSENT: Jim Osmundsen, Chuck Hodgkinson

Bea opened the meeting at 1630. We discussed the minutes of 20070522 and made several small changes. The minutes were approved to be placed on the website

Kate had a question about the OPM (Owners Project Manager) position and how to avoid any possible conflict of interest. She was told that she can be present during discussions of the selection criteria and job description but if her significant other applies she must step away from the table.

Bea and Jen reported that the packet of materials and job applications for both the OPM and the administrative assistant are available down stairs in Town Hall. The administrative assistant's position has been advertised but so far no one has picked up an application.

We reviewed, discussed, refined and made suggestions for the redrafting of the OPM Selection Criteria which was written by Chuck and Bea, ditto for the Interview Questions, and the Architect Evaluation Criteria. The latter were drafted for a previous Town Hall committee but never approved by the BOS (Board of Selectmen). The three documents will be redrafted and circulated by Bea. We will review the second draft at the June 5th meeting and approve a final version.

The next meeting, on June 5th will be held, and will be short as there is a Special Town Meeting that night.

Respectfully submitted

Virginia C. Jones

Approved 6/5/2007