

20070605 W T TOWN HALL RENOVATION COMMITTEE MINUTES –

PRESENT: Bea Phear, Kent Healy, Jim Osmundsen, Chuck Hodgkinson, Ginny Jones; Kathy Logue, ex officio

ABSENT: Kate Warner, Jen Rand

Bea Phear convened the meeting at 1630

MSV the May 22 minutes (as amended at the previous meeting and approved but never formally voted)

MSV the May 29 minutes as presented.

It was noted that “to date” no applications for the position of administrative assistant have been received. The final advertised date for applications is the 6th of June, 2007.

A e-mail message from Bill and Betty Haynes to the committee was read as well as Kathy’s acknowledgement and Bea’s longer response. The gist of Bill and Betty’s message was that some townspeople object to the current renovation scheme and location. Kathy’s response mentioned the need for public input and Bea’s response added that we are aware of other opinions and public concerns about location and “old versus new”, that the committee encourages public input and urged the Haynes attend a future meeting to express their opinions.

The committee approved the OPM Selection Criteria, and the OPM Selection Questions which had been redrafted by Bea with an additional question designed to elicit a response that would give us an indication of the candidate’s level of commitment to our project; both were MSV.

The committee discussed the Designer Selection Evaluation Criteria redrafted by Bea from the boiler plate version handed out at the last meeting. The draft was MSV with the two changes: we added a signature line, and a section “that the architectural design firm must have appropriate certification.” Bea will write a cover memo and present the criteria to the Board of Selectmen at their June 6 2007 meeting for them to review and approve.

We spent the last portion of the meeting discussing and refining the schedule and what we need to accomplish. We hope to conduct interviews and reference checks for the OPM’s position, and have an OPM hired by the end of June, and in place by the 4th of July. We need to develop a brief to present to the architectural design firms that respond to the RFP, and we hope to have the OPM’s assistance in preparation of that document. We need to review the four previous proposals, preferably in conjunction with the OPM, so that we all have a good understanding of those proposals. We need to prepare advertisements and RFPs for the architectural design firm, and we need have the OPM’s assistance for this as well as for the selection process. We hope to have an architectural design firm in place by the end of July/early August, 2007.

2.

Kent stated: “We need to be very clear in our minds what we want for the building and for the architect to do.”

Chuck will speak to the warrant article at the Special Town Meeting on June 5, 2007, requesting redirect of the remaining funds from the Space Needs Committee to the purposes of this committee. He will also include mention of the administrative assistant’s position and encourage applications.

Adjourned at 1730

Respectfully submitted

Virginia C. Jones
Clerk, pro tem

Approved 6/12/2007