

Town Hall Renovation Committee
Meeting Minutes June 19, 2007 @ 4:30 PM Town Hall

Approved 7/3/07

Present for the Committee and attending the meeting were: Bea Phear, Kate Warner, Ginny Jones, Kent Healy, Kathy Logue, Jen Rand, Jim Osmundsen and Chuck Hodgkinson. Selectman Glenn Hearn also attended.

The meeting opened at 4:30 PM.

ANNA EDEY: Bea informed the Committee that Anna Edey is unfortunately detained on the Cape and will not be able to present her concept today. The Committee regretted the delay and agreed to schedule a mutually agreeable new date.

MINUTES: The June 12, 2007 minutes were reviewed. After discussion, a motion to approve the minutes as amended was made, seconded and approved with a vote of five in favor and one abstention (Kate W.).

PERSONNEL BOARD: Chuck H. summarized his meeting with the Personnel Board (PB) on June 18 as follows: The Committee's administrative assistant job description was given a grade three classification. This hourly pay rate starting July 1 (fiscal 2008) is \$16.04. He added that this is the same pay grade as the open administrative assistant position for the Community Preservation Committee (CPC). The hiring challenges that may make it difficult to fill the position are the relatively low number of weekly hours (5) and competition from higher paying summer jobs. The PB endorsed the possibility of combining the Committee's hours with the CPC position – with the prior approval of the CPC. In the meantime, it was agreed to rotate the minutes taking duties among the Committee members every three meetings.

ARCHITECT ADVERTISEMENT: The proposed draft advertisement soliciting Requests for Qualifications (RFQ) was approved with the following adjustments: The Executive Secretary will be the contact person. The Town Hall's P.O. Box 278 will be added to the street address of 1059 State Road. The response deadline will be 8/7/07 @ 3:00 PM. The ad will run in the mandatory state publication on July 5 and July 11. The Gazette will run the ad on July 6th and 13th. The MV Times will run the ad on July 5th and 12th.

OWNER'S PROJECT MANAGER (OPM) INTERVIEW CANDIDATE SELECTION SCORE SHEET: Kate W. left the meeting at 5:10 PM due to a conflict of interest with the OPM selection process. She is a close friend of a potential candidate. The submission deadline for this position is June 20 @ 4:00 PM. Bea distributed a proposed draft score sheet that will be used to help rank and choose the interview candidates. The interviews will be scheduled on June 26, 27 and 28 as determined by the Selectmen's and candidate(s) availabilities. The interview location will be determined. After lengthy discussion the following changes to the score sheet were agreed: The fiscal discipline, contractor management ability, organizational skills and communication qualities are better evaluated through the interview and reference check steps. They will not be used to evaluate the submitted resumes and response materials and the selection of interview candidates. The following criteria will receive a double weighting in importance: understanding of the assignment, knowledge of construction codes and technologies, ability to meet the Committee's schedule, experience and sensitivity to community projects and public participation. Bea will distribute a final, revised score sheet. The submitted materials will be available at the Howes House for the Committee members on June 20 @ 5:00 PM. Each Committee member will review the materials and fill out a score sheet for each candidate before the June 22 meeting @ 2:00 PM – when the interview candidates will be selected.

ARCHITECTURAL SERVICES PLAN AND MATERIALS: The Committee agreed to defer discussion of the draft Architectural Services RFQ outline, and short term working timetable that Bea prepared until the July 3 meeting. With no further business to discuss the meeting adjourned at 5:35 PM. Respectfully submitted by Chuck Hodgkinson.