

Town Hall Renovation Committee
Meeting Minutes July 10, 2007 @ 4:30 PM Town Hall

As Approved on July 17, 2007

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

Bea opened the meeting at 4:35 PM.

ARCHITECT REQUEST FOR QUALIFICATIONS (RFQ) DOCUMENT: The Committee reviewed the latest draft dated July 4 and discussed Space Committee member Bob Schwartz's input. The group agreed to incorporate all of Bob's suggestions. After a detailed review of the document the group reached a consensus agreement on what should be revised. Chuck H. will make all the changes and send the final document to Bea for proof reading and distribution to the rest of the Committee. The document must be complete and ready for mailing by July 12. The Committee also approved Bea's cover letter as amended.

Separately, Jen informed the group that she has already received 22 responses to the Architect RFQ advertisement.

OWNER'S PROJECT MANAGER (OPM): Bea reviewed the detailed results of her telephone conversations with all the references for each of the three finalist OPM candidates. The group thanked Bea for her thoroughness and insight. After much discussion consensus was reached on a final candidate. A motion was made to have Bea and Kent schedule a follow up, final interview with this person to make sure his availability meets the Committee's and project's needs. If they are satisfied they will also negotiate a fee with the candidate and report back to the Committee with their recommendations for a final vote. The motion was seconded and unanimously approved. Ginny J. volunteered to attend the final meeting because she was not available for the initial interview.

The July 30, 2007 meeting minutes were reviewed. A motion to approve the minutes as presented was made, seconded and approved with four in favor and two abstentions (Ginny J. and Kate W.) The July 3, 2007 meeting minutes were reviewed and discussed. A motion to approve the minutes as amended was made, seconded and approved with five in favor and one abstention (Kate W.).

Kent informed the group that Donald Cronig will inspect the entire Town Hall building and provide a report for a fee of \$450. He may be able to perform the inspection as early as this week.

With no further business to discuss the meeting adjourned at 6:20 PM.

Respectfully submitted by Chuck Hodgkinson.