

**Town Hall Renovation Committee**  
**Meeting Minutes July 17, 2007 @ 4:30 PM Town Hall**

As Approved 7/31/07

Present for the Committee and attending the meeting were: Bea Phear, Kent Healy, Ginny Jones, Jim Osmundsen, Kathy Logue, Jen Rand and Chuck Hodgkinson. Kate Warner was absent.

Bea opened the meeting at 4:30 PM.

JULY 10, 2007 MINUTES: The 7/10/07 meeting minutes were reviewed. A motion to approve the minutes as presented was made, seconded and unanimously approved.

OWNER'S PROJECT MANAGER (OPM): Bea summarized the discussion and conclusions reached at the July 14th follow up interview with OPM candidate Jamie Doyle. After discussion a motion was made to recommend to the Board of Selectmen that the Town enter into a contract with Jamie Doyle as Owner's Project Manager for the Town Hall Renovation. The assignment will require about 250 hours of work from appointment to the April 2008 Annual Town Meeting at a pay rate of \$100/hour. The motion was seconded and unanimously approved.

Jen will contact other Towns and Town Counsel to see if they have a standard professional services contract for an Owner's Project Manager. Chuck H. suggested Edgartown's Morgan Woods Housing Program as a possible recent example. Bea will draft a letter of recommendation to the Board of Selectmen and Jen will add it to their July 18<sup>th</sup> meeting agenda for review.

Bea will send letters of thanks to the other five interview candidates after Jamie is on board.

ARCHITECT REQUEST FOR QUALIFICATIONS (RFQ): Jen informed the group that 25 packages were mailed on July 12<sup>th</sup> and an additional five were sent today. Kathy reported that architect Debbie Durland called to inform the Committee she will not respond to the RFQ because she felt the Town might need a fresh approach. Bea mentioned that one architect called to say he felt the appropriation for the first phase of architectural services of bringing a design to bid document level is too low.

The Committee discussed and Bea agreed to draft a set of architect interview questions and a list of specific expectations for the committee's review and approval before August 7<sup>th</sup>.

The Committee also discussed how it might enlist the help of Joe Eldredge and Bob Schwartz over the next few months. Chuck H. suggested inviting Joe and Bob to help the Committee review the architect RFQ submissions, select a list of interview candidates and perhaps participate in the interview and selection process. The group agreed. Bea and Jim will contact Joe and Bob respectively to gauge their interest and availabilities.

Bea also suggested rescheduling Anna Edey's meeting to review her concept at the July 24<sup>th</sup> meeting. She also suggested inviting the Historic District Commission Chair Sean Conley, Bob Schwartz and Joe Eldredge to the Committee's July 31<sup>st</sup> meeting to review the remaining concepts developed by the Space Needs Committee. The group agreed and Bea will make the arrangements.

FINANCES: Jim O. summarized his plan to investigate several sources of revenue to help finance the Town Hall renovation. The list included state historic preservation grants, Cape Light Compact energy grant(s) and Town Community Preservation Act funds. The group thanked Jim for staying ahead of the curve. Chuck H. offered to contact the Community Preservation Committee (CPC) Chairman Caroline Locke to see when we could be placed on their agenda to discuss the CPC's requirements. Ginny J. reminded the group of the building's maritime and education heritage and suggested also investigating grant possibilities in these categories. The group agreed.

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ADMINISTRATIVE ASSISTANT: The group discussed the need for administrative help and agreed to postpone the hiring of an administrator until after an architect is hired. In the meantime the minutes recording responsibilities will be rotated among the Committee members.

With no further business to discuss the meeting adjourned at 5:15 PM.

Respectfully submitted by Chuck Hodgkinson.