

**Town Hall Renovation Committee
Meeting Minutes August 21, 2007 @ 9:00 AM Town Hall**

As approved 8/28/07

Present for the Committee and attending the meeting were: Bea Phear, Kent Healy, Kathy Logue, Jim Osmundsen, Kate Warner, Ginny Jones and Chuck Hodgkinson. Selectmen Glenn Hearn, Owner's Project Manager Jamie Doyle, Bob Schwartz and representatives from the three architectural firms of Tappe Associates, Handlin, Garrahan, Zachos & Associates and Winslow Architects also attended. Joe Eldredge participated as a consultant to Tappe Associates.

Bea opened the meeting at 4:30 PM and summarized that each of the three architectural firms will have one hour to present their credentials and respond to follow up questions from the attendees.

All three interviews were completed within their respective one hour time slots.

After the third interview was finished the Committee discussed all six architectural firms and agreed to perform reference checks on four of the six firms. For consistency Bea will check the references for all four firms. Jamie will contact several contractors or project managers that have worked with each of the four finalists. The Committee will discuss the results of the reference checks at the Tuesday, August 28th meeting @ 4:30 PM and select the architectural firm for the Town Hall renovation.

Separately, Chuck H. informed the committee that the last architect, Debbie Durland emailed the pdf files of the prior drawings and documents that can be forwarded to the newly hired firm.

Jim and Chuck also informed the committee that they are meeting with the Community Preservation Committee (CPC) on Wednesday, August 22 @ 5:30 PM to discuss the application procedures and timing for requesting the first \$100,000 appropriation of CPA Historic Resources funds that will be put toward the cost of the renovation. As reference, the Space Needs Committee's pro forma financing plan included a \$100,000 appropriation in each of the first five years of bond debt service to reduce the impact of the renovation's cost on the Town's total annual debt service payments and resident taxes.

Jim also reminded the Committee that John Burns of Cape Light Compact and Shelton Bank will attend the September 11th meeting to discuss the various energy conservation grant programs that are available for municipal building projects.

With no further business to discuss the meeting adjourned at 8:00 PM.

Respectfully submitted by Chuck Hodgkinson.