

Town Hall Study and Barrier Removal Committee
Minutes of the Meeting of January 14, 2009 5:15 PM

Members attending: Donna Neylon, Peter O'Connell, Barbara Clancy, John Wild, Jennifer McMillan, and Sheila Frangiamore

Members absent: Tim Simon, Donald Faugno, Clarence Snyder, George Dellomo, John David Holdcraft.

Agenda and Actions:

1. **Minutes of the Meeting of January 6, 2009.** Sheila Frangiamore moved to approve the January 6 meeting minutes and Barbara Clancy seconded the motion. Unanimously approved.
2. **Meeting Schedule:** We will meet on Saturday, January 17 at 9:00 AM to tour the Town Hall. The meeting tentative set for January 20th proved unworkable. A new meeting time will be set at after the tour of the Town Hall.
3. **Committee Charge:** Donna Neylon reported that the Committee Charge developed by the Committee had been approved by the Board of Selectmen. The Selectmen were pleased to see the Committee moving forward quickly.
4. **Securing Technical Assistance to determine the feasibility of making the Town Hall accessible and usable:** Jim Mazik of the Pioneer Regional Planning Commission reviewed the steps for the committee to solicit proposals from qualified firms to update earlier feasibility studies of the Town Hall and to have proposals ready for the 2010 and 2011 CDBG grant deadlines. Key points of his presentation:
 - a. Jim volunteered to review a draft RFP for a Town Hall Barrier Removal Feasibility Study that met the requirements of the State's Designer Selection Process. He encouraged us to get on the Selectmen's agenda to request permission for a special town meeting in mid-to-late March to request funding for the feasibility study and simultaneously, to get their permission to request proposals contingent on approval of funding by the Town in March.
 - b. The feasibility study might take four to six months to complete, since the chosen architectural firm would need to line up sub-contractors to assess the foundation, consider alternative elevator locations, etc.. The architects should work closely with the Town Hall Barrier Removal Committee to choose alternatives (location of elevators/lifts, the number of floors to make accessible, etc.) and to work with the Massachusetts Historical Commission and the Massachusetts Architectural Board to preserve the historical character of the structure. The architects would include an estimate of costs for the design of complete architectural and construction plans.
 - c. Assuming that the Committee and the Board of Selectmen agreed to move forward, the next step would be to seek funding to hire a firm to complete full bid-ready design and construction plans and specifications as part of a 2010 CDBG grant proposal. Jim Mazik suggested that CDBG is increasingly interested in proposals for a variety of smaller projects that address diverse needs of a community rather than a single large project. He also noted that to qualify for CDBG funds, the Town would need to update its 1999 Accessibility and Transition plan, but he felt the Town could do this in-house.
 - d. Assuming that funding for the bid-ready design phase was forthcoming from the town, from a CDBG grant, and/or from private fundraising, the town would then

use the resulting bid-ready plans to seek 2011 CDBG and town funding to implement only the Accessibility elements of the larger Town Hall renovation.

It will be a major challenge for the Committee to move this quickly. One method of staying "on time" would be for the town to fund the second (full design and construction specifications) stage of development out of its own funds rather than depend on CDBG funding.

Other suggestions:

- a. In the first stage of soliciting proposals to update the feasibility study and cost estimates, require interested bidders to attend a mandatory walk-through of the building.
- b. Attach relevant reports from 199-2002 if they are short; otherwise make them available for inspection at the mandatory walk-through.
- c. Be sure to post the RFP locally in the Town Hall as well as advertise it in the central Register and in the T and G.
- d. Specify the number of meetings the Committee wants to have with the successful bidder to arrive at a final recommendation and specify that the contractor make the presentation to the Selectmen and/or the Town Meeting.

Motion: Sheila Frangiamore moved and Barbara Clancy seconded a motion to forward a draft RFP to Mr. Mazik for comment and to ask the Board of Selectmen for time on their January 27 meeting agenda to request that a special town meeting be scheduled in mid to late March to approve funds for a feasibility study. **Motion passed unanimously.**

The Committee thanked Mr. Mazik for all his help.

5. **Publicity:** John Wild suggested that the Committee begin to formulate a publicity plan to acquaint townspeople about the need for an updated feasibility study, the urgency of repairs, and the desirability of repairing the Town Hall so it can once again serve as a center of civic and social life in the Town. Sheila Frangiamore volunteered to develop an article for the Brookfield Citizen.
6. Barbara Clancy moved and John Wild seconded a motion to adjourn the meeting. The motion passed unanimously and the meeting adjourned at 6:40 P.M.

Respectfully Submitted,

Peter O'Connell, Secretary