

Town Hall Study and Barrier Removal Committee
Minutes of the Meeting of January 27, 2009, 6:15 PM

Members attending: Donna Neylon, Clarence Snyder, Peter O'Connell, Barbara Clancy, John Wild, Donald Faugno, Jennifer McMillan, John David Holdcraft, George Dellomo and Sheila Frangiamore

Members absent: Tim Simon

Agenda and Actions: The committee convened at 6:15 P.M in the Town Hall.

1. **Minutes of previous meetings:** Barbara Clancy moved and Jennifer McMillan seconded a motion to approve the minutes of the previous two meetings. Motion passed unanimously.
2. **RFP for a Design Update for the Town Hall:** The Committee discussed whether to include a "Not-to-Exceed" figure in the RFP. The advantage of doing so is to alert prospective bidders of the amount available, which, in turn, might cause them not to bid. The disadvantage is that if our figure is too low, we might not get any bidders and have to readvertise. WE also discussed the option of keeping the cost under \$10,000 and seeking three bidders without advertising, but the committee felt that the work we sought very probably would exceed \$10,000. Given the tight timeline we are on to make deadlines for a CDBG grant proposal in 2010, the committee decided not to include a monetary figure and to negotiate a reasonable fee with the chosen bidder. Contingent on approval by the Selectboard, the Committee authorized Donna Neylon to advertise the RFP in the Telegram and Gazette, the central register and the Town Hall, and to distribute the RFP to architectural firms who have recently done work for the Town, including Chenot Associates.

The schedule contained in the RFP calls for a mandatory walk through on February 19 with bids due by 3:00 P.M. on February 26th. Peter O'Connell moved and Sheila Frangiamore seconded a motion to appoint a three-person subcommittee to review and rank order the bids using the selection criteria specified in the RFP. Motion passed unanimously. Donna Neylon, George Dellomo and Clarence Snyder volunteered to serve on the committee, which is scheduled to meet on February 26th at 5:30. Other committee members would be welcome to review the bids as they come in. Donna will have them in a folder in the Selectmen's Office.

3. **Presentation to Selectboard:** Donna Neylon introduced the members of the committee to the Selectboard. Clarence Snyder made a concise presentation to the Board and asked for their approval to seek bids for a design and expense update to the Chenot Associates feasibility study of 2000 and to schedule a Special Town Meeting in late March. The Board unanimously approved our request.
4. **Next Meeting: March 3rd at 5:30 P.M.**
5. **Adjournment:** On a motion by Sheila Frangiamore, seconded by Peter O'Connell, the the committee voted unanimously to adjourn the meeting at 7:27 P.M.

Respectfully submitted,

Peter O'Connell, Secretary