

**Town Hall Study and Barrier Removal Committee
Minutes of the Meeting of March 5, 2009, 6:00 PM**

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

Agenda and Actions: The committee convened at 6:00 P.M in the Town Hall.

1. **Minutes of previous meetings:** Sheila Frangiamore moved and Barbara Clancy seconded a motion to approve the minutes of the January 27th meeting. The motion passed unanimously.

2. **Request for Quotations (RFQ) Proposal Review for a Design Update for the Town Hall:** Ten proposals were received in response to our request for proposals. Subcommittee members Neylon, Dellomo, Snyder, Faugno and O'Connell who read each of the proposals shared their observations. The committee then selected for interview the proposals submitted by Chenot Associates, Reinhardt Associates, and Clark & Green. On a motion by Sheila Frangiamore and seconded by Barbara Clancy, the proposal review subcommittee was authorized to conduct interviews of the top three candidates and if necessary a second tier of candidates. The subcommittee will report back to the full committee on its next scheduled meeting on March 24th at 6:00 PM. The motion passed unanimously. Thirty minute interviews of the first tier candidates were scheduled for March 19th at 1:00, 1:45 and 2:30.

The committee selected three additional contractors to be interviewed in the event that none of the highest ranked contractors met the committee's standards. If needed, these interviews will occur on March 23rd from 1:00 to 3:15. The three contractors in the second tier were Kang Associates, Ammondson Architects, and Don Daugherty.

Donna Neylon will report progress and interview schedules to the Selectboard at its March 10 meeting and post meetings and interviews as required.

The committee discussion then focused on:

Interview questions (same for all bidders): The committee agreed that we needed to be clear to contractors what the committee expects in this phase of the design update. We agreed that we wanted to know about contractor availability to complete work by the end of August (firm timelines), the actual team who will work with us (will the principal architects be involved?), the costs of repairs and ongoing operations for the Town Hall (including green options, insulation, zoned heating controls, etc.), flexibility of interpretation and ways of working with the Committee (decision points), and points of disagreement among contractors (elevator location, use of the basement, entryways and ramps), etc. Clarence Snyder will draft specific questions and circulate them for comment to the full committee.

Possible bid amounts and sources of money: We agreed that our first priority in selecting the contractor was quality and our second priority was price. We agreed that it was unlikely that we could get the quality of work we needed for \$10,000 (the limit of what the Selectmen could vote to transfer from their income fund), and therefore needed to prepare for a Town Meeting vote at the Special Town Meeting scheduled for the end of

March. We did not determine a not-to-exceed figure. Sources of funding are the Selectmen's income fund, the Town Hall Roof Account (\$10,000 by town meeting vote), free cash, or stabilization.

3. **Next Meeting: March 24 at 6 P.M. that will continue on into a meeting with the Board of Selectmen.**
4. **Adjournment:** On a motion by Donald Faugno, seconded by Sheila Frangiamore, the committee voted unanimously to adjourn the meeting at 7:30 P.M.

Respectfully submitted,

Peter O'Connell, Secretary