

Municipal Building Committee Meeting Minutes  
Tuesday April 16, 2019

Meeting called to order at 5:30 pm.

Members in attendance: Pat Callahan, Kathryn Wilson, Stephanie Beling, Dick Stover, Mark Gross, Dick Stover, Roger Manzolini, Brad Havill, Melissa Roller, Peter Cohen, Kristin Smith

Community members in attendance: Neal Pilson

Motion to approve minutes from last meeting. A change was made to the "what needs to be done" section. Motion to approve minutes with proposed changes, seconded and approved.

Pat reviewed draft of Design selection Procedures. The towns counsel drafted the document. The selectman will have to approve this when we get to that point.

Clarified that this is for only the design and this would not include the builder. That will be a separate process. This procedure is for design only and is the very first step in the process to move forward.

A motion to present the DSP document to select board before next meeting for approval was made and seconded.

Owners Project Manager (OPM): Two ways to pick one.

1) Someone who is employed by the town (not an option, as we have no one who does this.).

2) Find people who do this as their work and make a selection. Mark P gave Pat one name that she can reach out to but will be talking with Mark again for more guidance. The process for the OPM is not as formal with a defined process. The building committee could screen them and then send them to the select board for approval. Kathy will contact Monterey to see how they did it. This would be someone who would help through the design phase and may or may not be appropriate to guide us through the construction phase.

Kathy will look into the State Central Registry and the State Design selection board to see if they can guide us to some OPM options

Budget of 20k designated for this committee and can be used for the OPM. Some of that money has been used for the DSP document.

Discussion of Town Meeting: Pat shared the financials for options going forward with a library/community space/town office municipal building versus a library and community space only.

It was discussed the need to put money into the building town hall if we choose to do the library/community space only. This is consideration when looking at the maintenance /update needs of the town hall to keep it good enough for 15 years. The Selectman will find out this information for us, which is imperative to be able to more accurately determine potential costs.

It was discussed that the townspeople may ask about costs. Pat would like to share some very preliminary numbers but following discussion it was decided we are not in any position to share any financial information until we are at the point where we can give the town a credible quote.

We gave suggestions to Pat's presentation for points to edit for the town meeting presentation.

It was determined that this should also be presented at the "Baby Town Meeting". Kathryn volunteered to present it at Baby Town Meeting. Pat will present at the town meeting. They will meet to discuss the presentation.

It was discussed how much information should be shared, it was determined to keep it short and only give more info when a specific question was asked. Kathryn and Pat will send out the slides of what they will present.

Next Meeting: May 28 at 5:30 pm

Motion to adjourn, seconded and approved.