

## **Minutes of the Municipal Building Committee & Historical Commission Joint Meeting**

August 1, 2016 at 7:00pm, Town Offices

Present were Building Committee members: Virginia Allis, Adelia Bardwell, Anita Husted, Judy Markland, Fred Orloski, Ed Sklepowicz, and John Wroblewski; Historical Commission members Alan McArdle, Susan Baron, Judy Markland and Donna Wiley; and town administrator, Brian Domina.

The minutes of June 27, 2016 were approved as amended.

The town has received 4 responses to its RFQ for the Town Hall work. Andrea Woods of FRCOG recommends that there be a group of no more than 5 or 7 to review the submissions and make a recommendation to the Select Board at their August 16 meeting. Fred recommended that a subcommittee be formed for this purpose consisting of Brian, two members of the Building Committee and two from the Historical Commission. This suggestion was approved unanimously.

There was a discussion whether the committee should report directly to the Select Board or first to this group. Brian advised the former, noting that the other MBC and HC members wouldn't have participated in the scoring or interviews and wouldn't be in a position to change the recommendation. It was agreed unanimously that the review committee's recommendations be final and that an information briefing would be provided to the MBC and HC prior to the Select Board meeting so everyone would understand the recommendation.

Susan Baron recommended that Fred recuse himself from the review committee, since it would be reporting to the Select Board, of which he is a member. After some discussion, Fred agreed. John and Anita volunteered to represent the Building Committee and Alan and Judy the Historical Commission. This membership roster was approved unanimously.

Fred then identified the four RFQ respondents as Greenberg Associates, Jones Whitsett, Kuhn Riddle, and Reinhardt Associates. Adelia asked if Greenberg was based in Vermont and noted that there had been a problem with their design for town offices at town hall many years ago.

Brian agreed to distribute the submissions to all committee members and everyone was encouraged to submit questions to Brian for the interview sessions.

Fred raised the issue of discussing the scope of work outline that Judy had sent to Ryan Hellwig. Judy suggested that this would be more appropriately done later with the architects to be chosen, since the design might change. The group agreed to postpone the review.

Donna suggested that it would be appropriate to develop a statement of basic principles and objectives to guide the architects and our discussions. Susan and Anita volunteered to prepare a draft for the committee to review.

Judy reported that the town's Complete Streets Policy has been approved by the state and we are now at Tier II in the process. She, Fred Baron, Brian and Keith Bardwell will meet to discuss the next steps.

The Scoop deadline is August 24. Donna will draft an informational article about our progress to date.

Meetings were scheduled for August 15 and August 31, both at 7pm.

Respectfully submitted,  
Judy Markland