

**Town Hall Renovation Committee**  
**Meeting Minutes July 31, 2007 @ 16:30 PM Town Hall**

Present for the Committee and attending the meeting were: Bea Phear, Kent Healy, Ginny Jones , Jim Osmundsen and Chuck Hodgkinson. Kate Warner was absent.

Bea opened the meeting at 16:30 PM.

- Meeting Minutes approved: July 14, 17, and 24
- OPM contract: Jen Rand sent contract to town attorney for review, Jen Rand will contact Jamie Doyle when the contract is ready.
- Bob Schwartz: (Space Needs) reviewed and evaluated proposed plans and provided advice for interviewing Architects. Bea asked if Bob would be willing to sit in on some of architect interviews, Bob agreed.
- Bea will follow up with Ernie M. regarding the legal requirements (handicap accessible) for having a full basement in town hall.
- Chuck will follow up with Debbie Durland to request copies, disks from previous design plan so they would be available for the up coming architect interview.
- Donald Cronig: Kent said that he had not heard anything from him at this point, but would follow up with him.
- Bea will draft the Architect document
- Bea asked the committee if the time between the deadline for the Architect submission to actual interviews was too short, and if so should we extend the period of time in between. The committee agreed to the extension.
- Bea will draft the Architect cover email, Chuck will create PDF files of the documents so they can be emailed out along with the cover letter.
- Will decide if there will be an August 14<sup>th</sup> meeting at August 7<sup>th</sup> meeting
- August 20<sup>th</sup> and 21<sup>st</sup> will be Architect interviews.

With no further business to discuss the meeting adjourned at 17:50 PM.

Respectfully submitted by Jim Osmundsen.

*Approved 8/28/2007*