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By Andrew T. Dowd, Town Clerk at 8:50 am, Sep 14, 2023

Town Offices Feasibility Study Committee
July 27, 2023

Meeting called to order at 7:01PM

Attending: Bill Pierce, Linda Brenckle, Judy Boyle, Bob Reed, Scott Charpentier, Dario DiMare,
Aaron Hutchins, Ashley Davies

Bill Pierce elected chair, LB seconded nomination made by Bob Reed
DD elected vice, LB seconded nomination made by AH
AH elected clerk, LB seconded nomination made by DD

Only one nomination received for each position and all votes were affirmative for each position.

Interim TA indicated committee had received 3 proposals. Committee received materials on
Tuesday, 7/25.

RFQ scope was study of 4 buildings under review:

Old Town Hall

White Cliffs

Present Fire Station – don't know when new fire station will be constructed and present fire
station would be available if selected by this committee.

Current Town Hall

Revised Motion by AH to interview the 3 submitters after board has reviewed applications
DD 2nd

All votes affirmative

Discussion about town's recommendation to only interview 2 of 3 applicants. Interim Town
Administrator concerned about experience in relevant projects for one applicant.

Chair asked Interim TA whether we have a time limit. Answer is no. No time projection for
award of bid.

DD suggests that the person assigned to our project rather than the company is what we should
target. Is the company's best person available in the timing we would seek?

Suggestion by chair about soliciting public input at some point. Interim TA questions weight of
public input in valuating proposal. Perhaps delay public input until designs are being discussed.

Targeting 9/13 at 7PM for next meeting and interviews in October.

Motion made by AH for 9/13 meeting to review proposals and set interviews. Motion seconded by DD. All votes affirmative.

Discussion about interviews and what committee can expect.

Interim TA said there was a proposed interview schedule in the RFP that he felt was aggressive. Recommends the committee set the schedule.

DD recommends we conduct interviews in person as opposed to Zoom.

DD wants to know if there is any other property available for possibility? DPW head said town went through an exhaustive search of properties in search for new fire station.

DD asked whether a demolition of existing buildings was an option. DPW suggested town considered demolition of private parcels, if any were selected, but not occupied current town owned properties.

DD asked whether we could move town offices to old town hall while current town hall is demolished and rebuilt. DPW said it's a possibility.

Shawn Thompson, Facilities manager said 4 West Main is currently not able to accommodate town offices based on previous tenant build outs.

Motion to adjourn made and 2nd. All votes affirmative.

Meeting adjourned at 7:42PM.