

**2015 Town Hall Building Committee
Town Hall Conference Room
Minutes of August 7, 2015**

Chairman Gregor Smith called the meeting to order at 9:02AM. 2015 Building Committee members present were Gregor Smith, Josh Rownd, Ben Nutter, and Liz Mulholland, ex-officio member Martha Morrison. Absent members were ex-officio members Boyd Jackson and Kellie Hebert. Other persons present during all or part of the meeting were Executive Assistant Donna Rich, and residents Dick Gandt and Mark Lyons.

Massachusetts Historic Grant Update: Chairman Smith announced that a letter dated July 29, 2015 was received stating the Town had been awarded a matching allocation of \$50,000 for the windows project at Town Hall (MPPF#4057). The letter stated there would be a mandatory workshop on August 12, 2015 in which members should be in attendance. Gregor Smith and Josh Rownd stated their availability to attend. Executive Assistant Donna Rich would notify the Commission of their attendance. Gregor Smith would draft a letter of intent to accept the grant and it would be signed by a member of the Board of Selectmen to be taken to the workshop.

Evaluation of Phase I Schematic Design Proposals: Chairman Smith facilitated the members in a discussion relative to the thirteen firms that had submitted proposals for the Renovation and Historic Preservation of Town Hall. The committee members discussed each firm's proposal thoroughly with each member offering their opinions on the proposals submitted. Member Josh Rownd made a motion to invite Bargmann Hendrie & Archetype, Inc of Boston Ma, Gienapp Design Architecture of Danvers MA and McGinley Kalsow & Associates, Inc of Somerville, MA to be invited to interview with the 2015 Town Hall Building Committee, seconded by Member Ben Nutter; so voted: 4-0. Executive Assistant Donna Rich was charged with contacting the firms and inviting them to interview with the committee on August 24, 2015 beginning at 8:30AM with each firm being offered 45 minutes. Chairman Smith offered to contact the firms that were not invited to interview.

At 10:45AM, Liz Mulholland made a motion to adjourn and Ben Nutter seconded the motion; so voted: 4-0.

Respectfully submitted,

Donna Rich, Executive Assistant
Board of Selectmen's Office

Per the Open Meeting Law, the documents that were either distributed to the THBC before the meeting in a packet, or at the meeting were:

1. Agenda
2. See attached list.

Approved as written at the _____, 2015 2015 Town Hall Building Committee meeting.

Pursuant to the 'Open Meeting Law,' G.L. 39, § 23B, the approval of these minutes by the Committee constitutes a certification of the date, time and place of the meeting, the members present and absent, and the actions taken at the meeting. Any other description of statements made by any person, or the summary of the discussion of any matter, is included for the purpose of context only, and no certification, express or implied, is made by the Committee as to the completeness or accuracy of such statements.