



**COMMONWEALTH OF MASSACHUSETTS
TOWN OF NEW MARLBOROUGH
OFFICE OF THE SELECTBOARD
807 Mill River Southfield Road, Mill River, MA 01244-0099
Phone: 413-229-8116 Fax: 413-229-8253
E-mail: nmbos@newmarlboroughma.gov**

Mark S. Carson, Chair
Tara B. White
Board of Selectmen

**Minutes
Town Hall Building Committee
August 2, 2022**

4:30 p.m.

Committee Members Present: Rona Easton
Robert Hartt
Richard Long
Barbara Marchione
Mari Enoch, Chief Procurement Officer

Others Present: Prudence Spaulding
Dan Alden
Joe Poindexter, NM5VN

Mari Enoch called the meeting to order at 4:30 p.m.

Introductions

The newly appointed committee members introduced themselves.

Organization of the Committee

A motion was made by Mari, seconded by Robert, and so voted to elect Richard Long as the Chair of the Committee.

Roll Call Vote: Robert Hartt, aye; Rona Easton, aye; Barbara Marchione, aye; Mari Enoch, aye; Richard Long, abstain

Mari offered to take the minutes for the committee.

Discuss process and timeline for releasing request for proposals for alternative site for Town Hall

It was noted that a more accurate name for the committee should include the word "planning" since that describes the work the committee has been tasked to do.

A motion was made by Barbara, seconded by Robert, and so voted to request that the Select Board change the name of the committee from the Town Hall Building Committee to the Town Hall Planning Committee.

Roll Call Vote: Robert Hartt, aye; Rona Easton, aye; Richard Long, aye; Barbara Marchione, aye; Mari Enoch, aye.

Richard explained to the members of the committee that there are basically three alternative solutions for the aging existing building which is not fully accessible:

A) Rehabilitate the existing building and bring it into compliance with the American Disabilities Act (ADA). Two years ago the Town completed design work which addressed the accessibility issues only and did not include any other upgrades or rehabilitation. The cost estimate at the time was \$2.1 million. There may be grant money that can be applied for towards this project.

B) Build a new town hall. There are preliminary plans in existence from many years ago.

C) Purchase an existing property and repurpose it.

It was noted that if the Town chose options B or C, the future of the existing town hall would need to be addressed.

The proposed immediate tasks of the committee are:

- update the numbers for renovating the existing building as well as develop new numbers for the additional rehabilitation needed (roof, new windows, etc)
- update a new build option including identifying a location
- identify an appropriate alternate property through a procurement process (most likely an RFP) and develop repurposing costs and property costs

After evaluating the options, the committee will make a recommendation to the Select Board and Town Meeting.

Richard explained the process for putting out a request for proposals (RFP). The committee will score the submissions on the agreed upon criteria using a point system (from highly advantageous to not acceptable).

The Committee members discussed the desire for public input (through a survey or public meeting or both) and while all agreed it was necessary, there were differing opinions on when the optimal time to seek input was. Some felt there should be input before the RFP is released in order to structure the RFP around the public feedback, while others felt information should be gathered first and then presented to the public for feedback.

The date of the next meeting was set for August 25. Richard will work on a draft RFP and asked the members to think about the comparative criteria that should be included. Barbara offered to work on a survey. Mari will update the Select Board and request access to funding for a survey and procurement costs.

A motion was made, seconded and so voted to adjourn the meeting at 5:38 pm.

Roll Call Vote: Robert Hartt, aye; Rona Easton, aye; Richard Long, aye; Barbara Marchione, aye; Mari Enoch, aye.

Submitted by,
Mari Enoch

Date Approved: September 1, 2022