



**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**

**Minutes
Town Hall Planning Committee
July 26, 2023
4:30 PM**

Committee Members Present: Barbara Marchione, Chair
Chris Gregor
Mari Enoch

Committee Members Absent: Robert Hartt
Rona Easton

Others present: Marc Trachtenberg
Prudence Spaulding
Tara White

Barbara called the meeting to order at 4:38 pm.

A motion was made by Mari, seconded by Chris, and so voted to approve the minutes of July 21, 2023.

Mari clarified that the Committee is not required to use the rating scale that includes the language “highly advantageous, advantageous” etc in an upcoming Request for Proposals (RFP). The Committee can create its own rating scale as long as it is fair, transparent, and competitive.

The Committee briefly discussed minimum qualifying requirements and additional criteria to include in the upcoming RFP. Consideration will be given to location, acreage, and topography. It will take some thought to work out a system whereby raw land can be ranked against an existing building. Barbara would like to wait until more Committee members are present before decisions are made. Marc suggested that the optimal location for a town hall is the one closest in drive time for the majority of residents. This could be used as the metric to evaluate location. He recommended that a population density map can be used to determine that data.

The Open House at Town Hall and Robin Hall will be held on August 6 from 10 am to 2 pm. Barbara and Mari will man Town Hall and Bob and Chris will man Robin Hall. Marc clarified that he will be at Robin Hall representing the owner. It was decided that information on a new building (sample photographs and a schematic provided by Barbara) will be displayed at both locations. There will be sign in sheets at both locations.

A motion was made by Mari, seconded by Chris, and so voted to adjourn the meeting at 5:20 pm.

Submitted by,
Mari Enoch

Date Approved: August 18, 2023