



**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 Planning Committee
September 1, 2022
4:30 p.m.**

Committee Members Present:

Rona Easton
Robert Hartt
Richard Long
Barbara Marchione
Mari Enoch, Chief Procurement Officer

Others Present:

Marjorie Biber
Prue Spaulding
Tara White

Richard Long called the meeting to order at 4:30 p.m.

A motion was made, seconded and so voted to approve the minutes of August 2, 2022.

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

Richard explained that in the State's Procurement process for real property there is a provision for applying for an exemption from the procurement process if there is an identified property that is unique to the needs of the Town. Such an exemption would allow the Town to avoid the 2-3 month long procurement process. Richard said that he has submitted an email to Town Counsel listing some of the unique factors of the property on Knight Road. Counsel has not yet responded.

Richard has also prepared a full draft of a Request for Proposal (RFP) and would like Committee's input on the comparative criteria. The criteria he has included thus far are: Age of facility, primary nature of exterior construction, whether there is an open area that can accommodate up to 50 people, land acreage, square footage, number of floor levels, current accessibility in terms of ADA requirements, and existing heating and cooling systems.

Bob Hartt and Rona Easton expressed a desire to both clarify the objectives and discuss the programming needs before moving forward. Bob also wanted more input beyond the members of the Committee.

One question about programming is the location of the Police Department and whether it should be located in Southfield with the other emergency services or in the Town Hall.

Richard and Barbara both stated that the Committee needs to move expeditiously.

Bob wanted to know what the budget is for the project and also said the Committee needs to consider the economic development impact of moving the Town Hall away from Mill River.

Richard reminded the Committee that New Marlborough is a small town and needs to fill the basic needs for office space, police needs, and small meeting space. He felt it had to be done for less than \$2 million and it would be funded from debt and a small amount of ARPA funds.

Richard said there was a feasibility study for the repurposing of the Winery property and the property could be bought and repurposed for \$2 million.

Marjorie Biber, resident of Mill River, spoke about the importance of the historical district and feels the current Town Hall is integral to the village of Mill River.

It was noted that the current building does not have ideal working conditions for employees.

It was also noted that the Town would have to decide what to do with the current Town Hall building if it were no longer serving as a town hall.

It was reiterated that the Committee needs to clarify objectives, define the programming, know the budget, and understand the deficiencies of the current building.

Prue Spaulding suggested that the Town look at what other towns have done to upgrade/update their town halls. She mentioned Otis recently finished its Town Hall project.

Tara White reiterated that the renovation plan for the current building was only for ADA compliance and did not address the roof, windows, electrical work, etc needed in the building.

The question was raised if the Town is able to get an option on the Winery property before it goes through the procurement process. Legal Counsel will be consulted.

Barbara recommended the Committee aim to make a recommendation to the Select Board by the end of the year.

Next steps were assigned as follows:

Richard—RFP, identify the additional deficiencies in the Town Hall, investigate exemption

Mari—Inflation factor for the ADA compliance estimate on the current building

Rona—work with Tara and Mari on programming

Barbara—work on survey for public input

Bob—work with Richard on the schematic for the winery, work on objectives

The Committee set the date of the next meeting for Thursday, September 15 at 4:30 at the Town Hall.

A motion was made, seconded and so voted to adjourn the meeting at 6:12 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 15, 2022