

Town Hall Renovation Building Committee
December 28, 2023
6PM
Scotland Volunteer Community Hall

MEETING MINUTES (unapproved)

1. Call to order

- a. Gary Greenberg called the meeting to order at 6:07 PM.
 - i. *Present:* Gary Greenberg, John Aldrich, Brynn Lipstreu, Michael Brandes, and Terry Delaney.
 - ii. *Absent:* Ben Hubbard, Wendy Sears
 - iii. *Also present:* Andrew Woodstock (virtually) from Eastern Connecticut Housing Opportunities, and an audience of citizens.
- b. It was brought to the attention of the Committee that Wendy Sears excused herself from the Committee. Discussion was held. Jim Troeger (present in the audience) previously expressed interest in joining the committee.
 - i. **Motion made by Terry Delaney to add Jim Troeger to the Committee, seconded by Brynn Lipstreu. Motion carried unanimously.**

2. Election of Officers

- a. Discussion was held regarding committee positions.
 - i. **Motion by M. Brandes to nominate G. Greenberg as Chair, T. Delaney as Vice Chair, and J. Aldrich as Secretary, B. Lipstreu seconded. Motion carried unanimously.**

3. Meeting Dates

- a. Discussion was held regarding preferred meeting days and frequency. Consensus was Thursdays, likely once per month. No regular meeting dates were scheduled.

4. Status Report

- a. G. Greenberg introduced Andrew Woodstock, who worked with us to get the community block grant – expert at grants.
- b. First job of the committee is to approve an architect. G. Greenberg presented the conceptual design that was part of the Request for Proposals that went out to architects in November, and reported that three bids had been received and would be opened later.
- c. Four grants are funding this project—Community Project Fund (\$700,000), State Historic Preservation Office Survey Grant (\$50,000), Community Development Block Grant (\$1.5 million), and Community Investment Fund 2030 (\$581,000) were nearing completion. Remaining paperwork would be done within the month.
- d. Once architectural work is complete, we'll go out to RFP for general contractor. Hoping to start construction in July, with a timeline of 18 months. Building will be

closed during construction, except for the vault. Tentative plan is to house town offices in construction trailers. Current project budget includes money for trailers. Committee may want to consider looking at alternatives (extra rooms in school?).

- e. Committee reviewed the schematic design (floor plan) and architectural renderings of the exterior of the building. First Selectman Dana Barrow asked that the committee consider accommodating a desk space for the Fire Marshal.
- f. G. Greenberg concluded that we have an estimate of the costs of the project, and the estimate is close to amount of funding that we have.

5. Opening of Bids for Architectural/Engineering Services

- a. The architectural RFP went out (**when??**) and we've had 3 responses so far. Bids were opened and as follows:
 - i. Nelson Edwards: \$220,000
 - ii. Russell and Dawson: \$78,000
 - iii. Lothrop: \$195,000
- b. Paper copies of RFP responses were given to all committee members. The committee will review responses individually and compile a list of questions for the interview with architects.
- c. Committee discussed dates to meet and review RFP responses – tentatively Jan 10 at 6PM in the Library board.
- d. Committee discussed dates to interview architects – tentatively Jan 18th in the evening.

6. Audience for Citizens

- a. John Beck – Gager Hill Road – J. Beck advised that the committee should consider that the cheapest proposal is not always the best. G. Greenberg clarified to the group that we are not obligated by any regulation to accept the lowest bid. J. Beck also requested that the Emergency Management Director have a small space in the town hall.
- b. Clark Stearns – Devotion Road – C. Stearns is happy to see that this project is moving forward because the town hall is a vital part of our community, and it must be preserved.

7. Adjournment

- a. **Motion by T. Delaney to adjourn at 6:48PM, seconded by M. Brandes. Motion carried unanimously.**