



TOWN OF HOPKINTON  
Permanent Building Committee  
Town Hall, 18 Main Street, Room 211  
Thursday, July 15, 2010  
5:00 PM  
Meeting Minutes

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Attendees: Laura Barry, David Daltorio (Town Engineer) , Michael Dawley, Michael DiMascio, Marie Eldridge, John Ferrari, Rownak Hussain (Director - Library), Norman Khumalo (Town Manager), Miguel Linera, Scott Richardson, Robert Scomaci

Members Absent: None

Distribution: Attendees, Geri Holland, Ann Click

Documents Presented: Administrative Order Establishing the Town Permanent Building Committee, Hopkinton Annual Town Meeting May 3, 2010

5:00 PM Meeting called to order by Norman Khumalo

Mr. Khumalo opened the meeting with a review of the Administrative Order Establishing the Town Permanent Building Committee.

John Ferrari was nominated and unanimously voted Committee Chair

Michael Dawley was nominated and unanimously voted Committee Chair

Discussion regarding the role of the Committee

- Reviewed the scope of projects that would fall under the scope of the PBC
- The PBC will work with the Town Engineer (TE) to review any master plans
- The TE will provide a list of building needs
- The TE update the PBC on the status of current projects as well as a list of the buildings owned by the town
- The TE will provide a list of town owned land that could be considered as possible locations for future buildings
- The Waste Water Treatment Plant would fall under the PBC
- Per section III k the PBC will need to develop Policies and procedures
- The TM and PBC discussed the current and future process of design review and the current flow of projects
  - Other entities would propose Projects (including planning/feasibility studies for projects with values estimated at above \$100,000)

- Projects as approved by the PBC would be brought to the Town Meeting for approval
- The PBC discussed the possibility of obtaining a dedicated fund which could be used for feasibility funds and determined that this would be unlikely
- in the event of funds being available on a limited time schedule the TM informed the PBC that Special Town Meetings are only used if absolutely necessary

5:35 The PBC reviewed the current list of projects as presented by the TM

1. Library

- a. discussed study from about two years ago regarding the needs for the library which identified that the current 5,000 sf should be about 26,000 sf
- b. discussed library space needs - offices, meeting spaces, etc.
- c. downtown location is desirable
- d. reviewed possible alternate locations
  - expand existing location
  - Center School
  - 0 Clafin Place - land locked
- e. the LIB worked with TM to identify Johnson and Roberts to prepare a feasibility study and continue through schematic design
- f. under the current arrangement the Town would assume the contract with the architect from the LIB and the proposing entity for the project would be both the trustees and the town
- g. PBC would implement the feasibility study
- h. Brian Main will be the owners project manager (OPM)
- i. the OPM will forward to the committee updated information to the committee regarding the current status of the project

2. Department of Public works

- a. feasibility study to review possible locations

3. Town Hall Project

- a. as approved by Town Meeting, May 3, 2010 - \$300,000 Article 29 I

4. Waste Water Treatment Plant

5. Fruit St. Fields

Future PBC meetings:

Tuesday, July 20th, 7:00 pm in the Library

Tuesday, August 3rd, 7:00 pm Town Hall room 211 - proposed subject to room availability

6:45 pm Meeting adjourned