



TOWN OF HOPKINTON  
Permanent Building Committee  
Town Hall, 18 Main Street, Room 211  
Tuesday, August 31st., 2010  
6:30 PM  
Meeting Minutes

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

Members Absent: None

Distribution: Attendees, Geri Holland, Ann Click

Documents Presented: Evaluation Criteria Summary, Operating Cost Comparison, Library RFQ addendum #1, Library Feasibility Study Pros & Cons, GIS Map East Main St., Library Cost Comparisons, Letter of Intent, Proposed Timeline

#### Meeting Minutes

1. Approval of meeting minutes
  - a. Meeting minutes approved
2. Update from town manager
  - a. Town Manager updated the committee on the conveyance of the library to the town
  - b. Questions for Town Manager
    - i. Does the Town Manager have any concerns or issues with any of the locations? Tm responded that was the task and charge of the committee. The Town Manager did note two things that the committee should consider:
      1. Committee should pay attention to sites looking at options and get us to work towards the grant but also consider if the grant should not become available.
      2. If the ultimate product is a scenario that we have a new building at the Center School location what does that mean for the town to own vacant buildings in the center of town. Also if town hall moves to Center School what does that mean for the town?
      3. Town Manager stated that there were no current plans to move town hall over to Center School
      4. There is no current master plan for the town.
      5. Discussion regarding the impact of vacant buildings on the town including the library center school and the town hall building

6. The Library is the priority and we should plan for other buildings but focus not loose focus on the library
  7. We should focus on the grant and consider all options
  8. The Town Manager recommended that the committee solicit input from the town
  9. If the grant is approved the town must approve funding
  10. Town must approve schematic design before June 2011.
  11. Town must approve funding after June 2011.
  12. January 31, 2011 grant must be submitted.
  13. Spring town meeting the town must approve the schematic design.
  14. Grants get reviewed June 16th 2011
  15. Draft schedule of dates was distributed
3. Stewart Roberts presented the pros and cons for each location.
  4. Reviewed evaluation summaries
  5. Reviewed costs associated with the new building including operational costs
  6. Reviewed the letter of intent due 10/5/2010 hand out.
  7. Reviewed status of the RFQ response from firms interested in schematic design
    - a. A short list will be established for the board to review.
  8. Next meeting will be on September 9th at 7 pm at the fire station
  9. Reviewed the conceptual floor plans
  10. Other projects
    - a. Town Hall windows
      - i. Many responses Dave will prepare evaluation sheet
      - ii. Senior Center parking project
  11. Agenda for next week should include times with presentation to start
  12. Meeting adjourned 10:20