

**TOWN HALL SUBCOMMITTEE  
THURSDAY, JULY 10, 2025 – 8:30 AM  
TOWN HALL AND VIA ZOOM  
MINUTES**

1. CALL TO ORDER.
2. REVIEW TOWN HALL SCHEMATIC SUBMITTALS.
3. DETERMINE WHICH COMPANIES INTERVIEW.
4. ADJOURNMENT.

**Minutes:**

The Board of Selectmen Town Hall Subcommittee met on Thursday, July 10, 2025 at 8:30 am with First Selectman Rodney Fournier presiding. Also, in attendance were selectmen: Mather Clarke, Gwen Marrion, resident Jim Loersch and Town Administrator Jim Rupert.

R. Fournier called the meeting to order at 8:30 am.

**Quick recap**

The town hall subcommittee reviewed vendor responses and discussed coordinating with an ongoing facility study while planning interviews with seven vendors over two sessions in July. The group addressed scheduling challenges with Jim Loersch's upcoming Maine trip and confirmed availability for the interview sessions. They also discussed a grant award for the Notch Road project and explored renovation plans for Room A and B, including accessible restrooms and flexible partition arrangements.

**Next steps**

- Kathy to schedule interviews with 7 vendors on July 15th at 2:30 PM and July 29th at 2:30 PM.
- Kathy to inform committee members which vendors will be interviewed on each date.
- Committee members to review vendor proposals and develop questions for interviews.
- Committee members to send developed questions to Kathy and the meeting organizer.
- Kathy and meeting organizer to compile and share interview questions with the group.
- Committee to consider asking vendors to bid on the Notch Road project (Room A & B renovations) as an addendum when reaching the bidding process.
- Committee to wait for STV's facility study results before proceeding with the next steps in the vendor selection process.

## Summary

### Town Hall Vendor Interview Planning

The town hall subcommittee reviewed responses from seven vendors who submitted portfolios regarding the proposed new town hall facility. The committee discussed how to coordinate with the ongoing facility study by STV, which is expected to be completed in about a month. They agreed to interview all seven vendors, splitting the interviews over two different days to accommodate the half-day commitment, and will prepare a set of standard questions plus the flexibility to ask tailored questions based on each vendor's presentation.

### Jim's Maine Trip Meeting Schedule

The group discussed scheduling meetings with Jim Loersch, who confirmed he would be in Maine in August for about 4 weeks. They noted that while Jim's communication ability might be limited during his Maine trip, he had previously been able to attend Zoom meetings from there, as the camp location had Wi-Fi access.

### Interview Scheduling for Seven Candidates

The group discussed scheduling interviews for a group of 7 people over two days, aiming to complete them before the end of July. They agreed to hold the first session on Tuesday, July 5th at 2:30 PM, with Jim R. and Town planning to make phone calls to coordinate attendance. They also tentatively scheduled a second session for either Tuesday, July 29th or Thursday, July 31st at 2:30 PM, with Town confirming his availability for both dates.

### Project Interview and Renovation Planning

The meeting focused on the upcoming interview process for a project, with Town instructing Jim R. to review proposals and develop questions for potential candidates. They discussed the timeline for completing interviews in July and finalizing a shortlist for bidding. Town also mentioned a grant award for the Nashville project and suggested considering it as an addendum for Room A and B renovations, which will include accessible restrooms and flexible partition arrangements to create a large meeting space. Jim inquired about the specifics of the Room A and B project, and Town explained the vision for the space.

Completed by Zoom AI and Kathy McCavanagh.