

**JACOB FAIRBANKS MEMORIAL TOWN HALL
RENOVATION COMMITTEE**

Minutes of the meeting of Monday, August 8, 2005.

Members present:

David Sargent	Michael Gallant
Christina Sargent	Jim Whidden
Tim Dumont	Ron Reed
Wes Landry	Mary Coswell, absent
Leo Collette, absent	

On a motion by Christina Sargent, seconded by Wes Landry, the committee voted to accept the minutes of the June 27th meeting.

The major portion of the meeting was spent discussing the establishment of a timeline.

1. Plan on developing RFP for an Owners Project Manager (OPM) by end of September.

Note: Members of the committee were given a copy of RFP for OPM for the Public Safety Facility. TA Kevin Paicos will be in attendance at next meeting to discuss this detail.

2. Interview and hire OPM by end of October 2005.

3. RFP issued for architectural services by end of November 2005.

4. Interview and hire Architect by end of December 2005.

The meeting was adjourned at 8:00 p.m.

The next meeting will be held on Wednesday, September 21, 2005.

Respectfully submitted,

Ronald W. Reed