

Memo

To: Board of Selectmen

From: Donald P. McLelland, Sr.

CC: Candy, Rick, Jeanne

Date: June 20, 2002

Re: New Municipal Building

We are in the process of interviewing several design firms for a concept and artist rendering for a new Town Hall. The cost to engineer this work will not exceed \$8,000, which can be paid from the Executive Engineering Budget.

The staff will participate in the project to help minimize cost. We have established a Town Hall Building Committee consisting of C. Daigle, R. Ball and myself. We will add expertise to the committee as the project progresses.

The time frame for this project will be, concept finished by October 15th 2002, include in proposed budget for 2003, and recommend to 2003 Town Meeting. Assuming approval construction summer 2003, move in Fall 2003