

# Memo

**To:** Board of Selectmen  
**From:** Ken Knowlton, Chairman  
**CC:** D. McLelland, Sr., C. Daigle, Committee members  
**Date:** 5/17/2004  
**Re:** Report/Recommendation request

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Thank you for your recent memo of May 13, 2004. As you are probably aware, I have just recently received the Belmont Town Hall Roof Evaluation Report. This was a very important finding to have in our possession in order to evaluate our conclusions. However, I would point out that I did NOT receive any cost estimates for rehabilitation vs. replacement, figures that we requested along with the study. I am sure these will have a definite influence on our final recommendation(s) to you. In addition, would it be possible for you to send this report to the other members of our Committee so that they might have time to study the results?

Here is a tentative timetable that I hope will be agreeable to all those concerned:

1. A draft is well underway, summarizing facts, and due for completion by 05/19/04
2. The THSC will meet by the week of 06/03/04 to discuss our findings, the draft report and our recommendation(s)
3. A report will be provided to the BOS by 06/07 or 06/08/2004
4. I will further ask the THSC volunteers to be available for the Board of Selectmen meeting on 06/09/2004 to discuss this report and answer questions.

As we all know, unforeseen circumstances can occur, and people's time is at a premium entering these end of spring weeks. Please advise with any questions you might have.

Thank you.