

Whipple Hall Subcommittee  
Building and Facilities Committee  
Minutes of 01-11-21  
Zoom meeting, 1:00 p.m.

Members Present: Cross, Beasley, Sherman  
Absent:  
Also present: Kim Hallquist

The meeting was called to order at 1:00 p.m.

1. *Discussion*

- a. A discussion was held regarding the Dennis Mire's contract and the various users of the hall.

2. *Action steps*

Kim Hallquist will sign, or have, the contract signed.

3. *Next meeting*

Next subcommittee meeting will be held at 1 pm on February 1, via zoom.

The meeting adjourned at 1:30 p.m.

Respectfully submitted,  
Philip Sherman, Chair

## 12-28-20 Architect Scope of Work

Whipple Hall is a flat, wood floor, historic assembly space, constructed in 1918. The hall is about 2600 sf, with a seating area of about 1500 sf, plus a stage, lobby, storage room and balcony.

The intent of this project is to upgrade the multifunction hall in two parts, while giving due deference to the historic nature of the hall. First, those elements necessary for use as a meeting space, to be specified and installed prior to the summer of 2021, and second, those elements required for the longer term, to be recommended for inclusion in the next town budget cycle.

The architect will provide the following services:

- Become familiar with previous studies of the building, specifically the 2014 Mires report, summary of work that has been completed to date, as well as 2018 Harriman and 2020 Mires reports on upgrades to the portion of the building occupied by the police department (not otherwise included in this scope of work).
- Based on a site visit, and discussions with the Town Administrator and staff, user groups, and the Whipple Hall subcommittee, generate an overall plan for upgrades to the Whipple Hall portion of the building. This will include those upgrades necessary to position the building up for the multiple uses of the hall for the foreseeable future.
- Identify the portion of the master plan that can be accomplished prior to summer 2021, within available schedule and funding. This is thought at this time to include some or all work involved in audio/video systems, acoustic improvements, window treatment for thermal and acoustic purposes and possibly furniture. Product specifications are to be provided for this work.
- Generate schematic design documents for the remaining work, including an opinion of probable cost, suitable for presentation to the town meeting.