**NOTICE OF PUBLIC MEETING**

**You are hereby notified that the Salem Designer Selection Committee will hold a meeting on Tuesday, September 14, 2021 at 11:00AM remotely via ZOOM Webinar to review bid submissions for the Restoration & Renovation of Old Town Hall, 32 Deby Square, Salem MA.**

In accordance with Chapter 20 of the Acts of 2021, this meeting of the Salem Designer Selection Committee will be conducted via remote participation. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found below as well as on the city’s committee web page at https://www.salem.com/designer-selection-committee.

No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on the city’s website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.

For this meeting, members of the public who wish to watch, listen or provide comment during the meeting may do so in the following manners:

**Remote Participation:**  
**When:** September 14, 2021 at 11:00 AM Eastern Time (US and Canada)

**Topic:** Restoration & Renovation of Old Town Hall Bid Submission Designer Selection

**To Join:**

Please click the following URL: <https://us02web.zoom.us/j/81301262740?pwd=OEl2R0lESzZjb1hXMjdpazI1bi9yZz09>

**Webinar ID:** 813 0126 2740

**Passcode:** 605041

Or for One tap mobile:  
8335480276, 81301262740# US Toll-free or 8335480282, 81301262740# US Toll-free

Or to join by phone Dial:   
833 548 0276, 833 548 0282, 877 853 5257, or 888 475 4499 (all #s Toll Free)

# **Public Comment Protocol:**

During portions of the meeting in which public comment is permitted, members of the public who have “raised their hand” in Zoom will be called on to offer comment. Members of the public who wish to address the Committee or make a comment may do so only when called upon during the open public comment portion of the meeting. When the time comes, the Committee Chair or Staff Member will announce that the floor is now open for public comment.

In order to raise a hand, members of the public using the Zoom computer or phone applications may click the “Raise Hand” feature that can be found next to your name on the participants screen to ‘raise your hand’ then wait to be called upon for comment. Please make sure to remember to turn your microphone on and unmute yourself before raising your hand. Those participating by dialing in from their phones my also utilize the “Raise Hand’ feature of this platform by pressing “ \*9 ” on your key pad.

Alternatively, members of the public can email their comments/questions to [jbarry@salem.com](mailto:jbarry@salem.com) a minimum of 2 hours before the start of the meeting to have them read into record during the meeting by City Staff.

**AGENDA**

1. **Welcome and Intro**
2. **Evaluation of Architectural and Engineering Services for Old Town Hall Renovations and Restorations, RFQ #22-02-200**
   * + **Discussion and vote on Minimum Criteria**
     + **Discussion of Short Listing**
     + **Schedule of Interviews**
     + **Next Steps**

1. **Adjournment**

*Persons requiring auxiliary aids and services for effective communication such as sign language interpreter, an assistive listening device, or print material in digital format or a reasonable modification in programs, services, policies, or activities, may contact the City of Salem ADA Coordinator as soon as possible and no less than 2 business days before the meeting, program, or event.*

*Know your rights under the Open Meeting Law M.G.L. c. 30A §18-25 and City Ordinance Sections 2-2028 through 2-2033.*