

Facilities Master Plan Committee  
January 12, 2017 at 5:00 p.m.  
Town Offices – Meal Site

Members Present: Jim Ayres, Robert Barker, Kim Boas, Nick Dines, Fred Goodhue, Charlene Nardi, Eric Weber

Members Absent: Mitch Cichy, Carol Konz

Others: Bill Sayre (Board of Selectmen, Chair Public Safety Complex Committee, Marie Westburg (Senior Center Director) and Dave Chase (Commons Co-working, resident), Rob Stinson (Energy Committee).

Opened the meeting at 5:05 p.m.

Unanimously voted to elect Charlene to Chair the meeting (Motion FG, EW)

Unanimously voted to approve Minutes of 12/22/16 with the correction of word striping. (Motion - EW, FG).

Review of the draft report: Noted this wasn't a provisional report but a final report to the Board of Selectmen from the Committee.

Committee felt there should be a section in front of the Executive Summary that succinctly lists the recommendations. Reviewed the 23 findings / recommendations under the Executive Summary to separate the findings and recommendations. Felt some recommendations were more important or relevant to the charge such as # 13 – Town should retain ownership of the Helen E. James building.

- Concluded that the recommendations are #'s 2, 3, 4, 5, 9, 10, 11, 12, 13, 15, 16, 17, 18, 20, 22, & 23.
- #20 – should be after #7
- #22 & 23 – should be grouped under #13
- Findings were #1,6, 7, 8, 14, 19, 21

Bob Barker will write up the key recommendation section.

Discussed that the approach of planning has been mentioned repeatedly and is an important aspect of the recommendations. Jim Ayres will write this section up.

Table of Contents: Eric Weber will rewrite the table of contents. (it was later learned that the WORD table of contents field was used, so it was only updated with additions of pages).

Charlene will insert Bob and Jim's work, make all the grammatical changes that are given to her and present a final report.

The Committee will meet briefly on Wednesday, January 18, at 5:00 p.m. to review the final report.

Nick Dines and Jim Ayres will present the report at the Board of Selectmen meeting on Thursday, January 19, 2017. Charlene will invite the Planning Board and the Public Safety Complex Committee to the presentation.

Adjourned at 6:30 p.m.