

Minutes – Municipal Facility Team

Thursday, February 2, 2006, 4:00 p.m.

Corner Meeting House

Those present were Selectman Ronald Cormier, Richard Fournier, Ron Mitchell, George Condodemetraky, Chief Vincent Baiocchetti, Town Administrator Jeanne Beaudin and David Provan of RightRoad.

Selectman Cormier called the meeting to order at 4:00 p.m., and welcomed the members of the “Team”. He provided a brief history of the Board of Selectmen’s decision to form a committee and to proceed with the much needed new Town Hall/Police Station. Ron introduced David Provan of RightRoad Development Advisors, LLC.

David provided copies of his biography to those present and gave a brief history of how he started RightRoad. He also distributed a list of items he recommends as part of a successful building project and presented a PowerPoint presentation.

An outline summary of the presentation follows:

- ❖ Select Board Tasks
 - Select Board prepares Purpose Statement & Charge
 - Select Board forms the Building Team (consideration of added members)
- ❖ Building Team Tasks
 - Building Team organizes into Task Forces; involves volunteers
 - Develop & Implement Community Acceptance Plan
 - Develop schedule; (reflects a Bond Vote date when a positive vote is anticipated)
 - Retain Architect
 - Complete the Needs Assessment
 - Identify Other Available Options
 - Estimate Costs for each studied option
 - Compare options
 - Hold several Public Input Sessions
 - Select One Option
 - Present to Town Select Board for Acceptance
- ❖ Present Needs Assessment Study results at public meeting
- ❖ Proceed with Planning, Design & Construction

David recommends that the purpose statement prepared by the Board of Selectmen contain 2 to 3 sentences that clarify the need for the project, and the charge given to the Municipal Facility Team. The Team's charge should identify their role, authority, deadline and funds available. He notes that the most vital part of the project is communication, and the Team will need to prepare a more detailed statement of the project as it progresses.

Ron Cormier inquired about the needs assessment process, noting that preliminary information can be gathered by staff prior to hiring an architect to complete a formal Needs Assessment. David agreed, noting that the early stages of the project are where you can save the most money.

George requested the history of funds expended on renovations to the present Town Hall, and the report completed by the previous Town Hall Building Committee. He expressed his concerns that many in the community are living on fixed incomes and large projects of this nature cause concern. George also requested a copy of the present CIP plan document.

It was suggested by Ron Cormier that the newly designed Town web site include a page dedicated to the project, and perhaps an online survey could be developed to solicit input from the community.

Rich Fournier requested a graph of calls for service from the Police Department and floor plans of all Town owned buildings. A copy of the inventory of Town owned property was also requested.

Following conclusion of the meeting, the Team toured the Police Department.

The meeting concluded at 6:00 p.m.

Respectfully submitted,

K. Jeanne Beaudin

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Town Administrator