

## **Belmont Town Facility Strategy Committee Meeting – October 3, 2017**

Attendees: Tom Garfield, Donna Hepp, and Pret Tuthill

**Next proposed meeting: Thursday, October 19th**

### **Meeting Notes:**

Committee approved notes from Sept. 19th

Discussed Open House arrangements, participants, finalized comment form and outreach.

Committee reviewed a set of studies and will draw photos and information for displays at Open House.

Open House Schedule:

3:15-3:50 pm Set up Room

4:00-6:00 Open House – Public signs in and walks around the tables for information & questions

6:00-6:30 Overview/update on Facility Strategy and next steps, encourage use of comment sheet

6:30-6:45 Continue to answer questions as needed

6:30-7:30 Continue Open House

7:30-7:45 Close Open House

Information Tables:

Each table provides information about one of the Town buildings and a person available to answer questions. There will be table for the Bank Building, Belmont Mill, Library, Police Station and Town Hall. These are the buildings the Committee recognizes offer most significant challenges and opportunities. No Departments appeared to be interested in staffing a table except the Library. Person to staff the table could be a staff member or a Strategy Committee member. The idea is to provide information, to share some of the challenges and opportunities but not to try to persuade or lobby. Based on Selectman feedback, we won't have a table for the Gale School to avoid confusion since it is a School District building.

Overview/Update: Tom will introduce Committee and Donna will do the overview.

Share why the Facility Strategy Committee was formed, why we need public input and what we're working toward. Hit some highlights of what we've learned and the many options to consider as a Town before moving forward. Invite them to assist us with their ideas and concerns so we can build practical options for how to house Town staff and services in the future.

Comment Sheet:

Share some basic information about challenges/opportunities with some Town buildings and ask public to rate their level of concern and rank building needs in importance. To avoid concern about sharing thoughts in public, the comment sheet can be anonymous. The sheet can also leave room for suggestions and open ended feedback on the process or specific buildings and/or programs.

We agreed to meet briefly on Monday, October 9th as a final check in before the Open House.