

**FACILITY MASTER PLAN COMMITTEE
JANUARY 14, 2016
MINUTES**

Committee Attending: Chairman George Hooper, Jeffrey Hull, Diane Allan, Valerie Gingrich, Jack Holloway, Theresa Manganelli, Paul Melaragni

Liaisons Attending: Kendra Amaral, Ginny Bonish, Paul Ruggiero,

Consultants Attending: Steve Cecil, The Cecil Group, Will Gatchell, Harriman

1. Minutes

Motion made and seconded to approve minutes as presented. Approved by unanimous vote.

2. Project Update (Handouts)

Will Gatchell is introduced. He will be providing expertise on the school evaluation as well as other components of this project.

A. Action Items from previous meeting

The project team met with Town department heads today. The meeting included a review of the draft program and space questionnaire and a discussion of the questions and intent of the exercise. Final questionnaire will be distributed to departments tomorrow. Within two weeks the questionnaires will be completed and follow-up will occur with the departments as needed.

On a parallel track will be the work of gathering data on the school side. Meetings are being scheduled with the principals and school administration staff.

The town has provided a great deal of data and background documents which is helpful. Documents have been uploaded to the Drop Box.

The Committee reviewed the Building Condition Summary Table which will be filled in with the information gathered by the engineer evaluations of the buildings. The bathhouse at Silver Lake will be added and some street addresses are identified as needing revision.

B. Communications Plan Review

Reviewed the draft Communications Plan. The plan is to serve as an overview that helps everyone speak about the project in consistent terms and provide consistent information when speaking with interested residents, departments and others. Steve is the project manager for the consultant team, Kendra is the project manager for the town team. Members of the team will be in direct contact with each other for efficiency and to not hinder progress. Everyone is asked to copy Steve and Kendra on the communications so we can stay abreast of project activities and issues.

The Standard Project Description shall be amended to include the School Committee.

Town has drafted a website to provide a public landing point for information. Town is seeking Committee input on what website content is desired. Committee would like to see the press receive information about the website being available and ensuring it is available upfront like the High School was.

The website will be especially important when we put out the public survey. The survey will be launched in March and will likely be a Survey Monkey survey.

C. Project Schedule

Reviewed the detailed project schedule. Harriman separated the school schedule because it requires a different approach than general municipal buildings.

Committee discusses if the analysis will review or anticipate special needs student programs and any desired efforts to create more in-district opportunities, if desired. Meeting special needs students' educational needs is a policy decision. The team will look at gaps in the region and needs in town.

The school portion of this project is expected to tie into the overall recommendations. The schedules appear to be unaligned, and will be adjusted to ensure the Alternatives incorporate the schools' rather than being out of sync.

D. Additional Background Information

Steve Cecil reports that no other needs for information are identified at this time.

3. Other Business

None

4. Next Meetings

The Committee Chair has identified a scheduling conflict that makes the second Thursday of the month a challenge. Committee agrees to move the meeting to the third Thursday of the month going forward.

There will be no February meeting to allow time to gather information from the questionnaires, staff meetings, and engineer evaluations. The next meeting is March 17, 2017. There

Meeting Adjourned 7:40PM