

Town Office Renovations Committee
September 29, 2016 Minutes

Agenda:

- I. Introductions
- II. Purpose
- III. Election of Chair and Secretary
- IV. Meeting Schedule
- V. Discussion Items
 - a. Approach
 - b. Process
 - c. Goals
- VI. Adjourn

Minutes:

Meeting was called to order at 1:30pm.

- i. Members present: Rosemary Roy (Town Manager), Debbie Grover (Assistant Town Manger), Greg Payson (Fire Rescue Chief), Clark Baston (Road Commissioner), Ryan Keith (CEO), James Knight (resident) and Andy Walsh (resident).
- ii. Town Manager, Rosemary Roy, explain the purpose of this committee is to develop a plan, whether it be to renovate and expand the existing Town Office or to build a new Town Office, noting that the Town cannot move forward on this till a decision has been made regarding the replacement of Wescustogo Hall.
- iii. A motion was made by James Knight to nominate Andy Walsh as committee chairperson, motion seconded by Clark Baston. All in favor, Andy Walsh is voted in as Chairperson. A Motion was made by Greg Payson to nominate Debbie Grover as Secretary; motion was seconded by Andy Walsh. All in favor, Debbie Grover is voted in as Secretary.
- iv. After some discussion, it was agreed to hold monthly committee meetings on the third Thursday of each month at 4pm in the Town Office Meeting Room. Next meeting is scheduled for Thursday, October 20, 2016, at 4pm.
- v. The committee unanimously agreed that the existing Town Office should be assessed by three engineering firms to determine if it the structure suitable for a renovation/addition project given it's existing structural and air quality issues. Ryan Keith was tasked with contacting the firms and getting reports.
- vi. Meeting adjourned at 3:00 p.m.