

Safety Complex Building Committee Meeting  
Meeting Minutes

Date of Meeting: May 24, 2006 7:00 PM

Place: Ashburnham Town Hall Selectman's Office

Meeting called to order at 7:11 PM by Committee Chair Chris Gagnon

Member present: Charles Packard, Jason Bergeron, Chris Gagnon, Jeff Brooks, Larry Barrett, Phil Esposito, Mary Neal, Gail Dumont, Al Rickheit  
Invited guest: Jim Shanahan Town Treasurer; Dave Lager of NETCO

Next Meeting: Tuesday May 30 3:00 PM Town Hall

Committee member action items shown in *Italics*.

First order of business was to approve the meeting minutes of the May 11, 2006 meeting. Motion made and seconded and voted to be accepted as submitted.

Next order of business was to approve the meeting minutes of the May 17, 2006 meeting. Motion made and seconded and the voted to be accepted as submitted.

Jim Shanahan advised the committee of the funding available for the project. Jim answered various committee questions regarding the present balance in the building accounts. A discussion followed as to how funds would be authorized to be spent. It was agreed a three tier approval is required. The committee would recommend an expenditure then it would got to Kevin Paicos for approval and then to Jim for disbursement.

Next the committee had a space needs discussion. Chief Barrett and Jason Bergeron have advised they been working to determine space requirements and should have a space proposal by next week.

The Committee then discussed two of the potential new safety building sites. The present highway department land and the hardware store were discussed. Pros and Cons of both sites were discussed. A committee consensus vote was requested about whether the hardware store should still be considered. After some discussion a vote was taken. The results were 6 members wanted to keep considering the hardware store and 3 members were against. Most members felt more information about the site was needed in order to make a final decision.

Discussion about the SWOT meeting was held. Chris advised that the facilitator for the meeting could meet with the committee on Tuesday May 30 at 3:00pm. *Chris received committee approval to post a formal committee meeting notice for 3:00PM.* A draft of the press release for the SWOT meeting was reviewed and with a minor edit approved by the committee for release. Charles Packard was selected by the committee as the committee spokesperson for the start of the SWOT meeting.

Discussion held about negotiating the hourly rate for the existing architect to continue to support the committee on new designs based upon the new space requirements being reviewed by Chief Barrett and Jason Bergeron. Chris was approved by the committee to contact the architect and discuss an hourly contract rate. Architect would be used for the review and comment on the new space requirements and to provide sketches for the hardware store site and the present building site. Architect would be requested to attend the June 8 meeting.

Committee agreed that after the meeting with the SWOT facilitator the 3:00 PM Tuesday meeting the time would also be used for discussion and approval of the architect's rate and a review of the new space requirements if completed.

Discussion of the Holden Sand and Gravel work to be performed at the present building site was discussed. The architect was expecting a response from Holden Sand and Gravel by Friday as to when the remaining site work would be completed.

Motion was made to adjourn at 9:25 PM and seconded. Committee voted to adjourn.

Committee members received the following handouts and hard copy information...

- Committee meeting agenda
- Draft Press release for June 1 SWOT meeting
- Letter from Caolo & Bieniek Associates regarding meeting with building committee
- Letter from Caolo & Bieniek Associates to Holden Sand and Gravel regarding remaining site work
- Two page Public Safety Building financial statement from the Town Accountant

Respectfully submitted by  
Jeff Brooks