

# FACILITIES COMMITTEE

## Meeting Minutes - August 8, 2016

**Opening:** The initial meeting of the Facilities Committee was called to order at 6 pm on August 8, 2016 at the Lee Safety Complex by the members present.

**Present:** Paul Gasowski, Larry Kindberg, Deborah Schanda

**Absent:** David Meeker

**Approval of Minutes:** Not applicable (initial meeting)

### **Discussion:**

General discussion of committee positions: Deborah volunteered to record the meeting minutes. Larry asked if Paul would be willing to chair the committee; Paul responded that he is rather busy serving on several committees and asked if Larry would be willing to chair the committee. Larry responded affirmatively noting that he is also busy serving on the Recreational Commission. Deborah volunteered to chair the committee. Paul and Larry were both in agreement with Deborah chairing the committee.

General discussion of public committees: Meeting minutes to be posted (emailed to the committee members with cc to Denise Duval and Julie Glover) within 5 days of the meeting in draft form; meeting minutes will be submitted for approval as an agenda item at each meeting. Deborah will ask Denise if email submission is sufficient to meet the law of 'posting' town committee minutes. Deborah will ask Denise if email submission of meeting agenda is sufficient to meet the law of 'posting' town committee meeting agendas.

Larry will inform the Select Board on August 15, 2016 that the initial meeting of the Facilities Committee took place on August 8, 2016. Going forward, Deborah will report to the Select Board as appropriate.

Committee members reviewed the "Town of Lee – Facilities Committee Charge".

Committee members noted that much of the background work had already been completed by various committees and the 1<sup>st</sup> step would be to organize and present the available information.

### **Action Items:**

- Committee members to take action on bullet #1 of the FC Charge developing an accurate inventory for all Town owned properties within the Town Center (defined as a ½ mile radius of the Town Center).
- Committee members will review their materials and detail the property information as currently known.

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### **Agenda for Next Meeting:**

- Review of the property inventory
- Assemble the information into one master list
- Determine next steps

**Adjournment:** Meeting was adjourned at 7 pm by committee members. The next general meeting will be at 6:30 pm on August 22, 2016, in at the Lee Safety Complex (pending confirmation of room availability).

**Minutes submitted by:** Deborah Schanda

**Approved by:** Pending