

Town of Lee

Select Board and Facilities Committee Meeting Agenda

Tuesday, October 31, 2016 6:30 pm

Public Safety Complex 2nd Floor

- Call to Order @ 6:30 pm
- Public Comments
- New member introductions
- Approve meeting minutes from October 4, 2016 and October 18, 2016
- Scope the project (Facilities Committee Charge?)
 - Requirements
 - Perform site and facility reviews (use existing materials?)
 - Perform space program with staff, commission and committee input (use existing materials?)
 - Evaluate future Town needs / growth (use existing materials?)
 - Proposal Development
 - Develop criteria for evaluation
 - Base criteria on goals
 - Analyze sites and options
 - Narrow the options to 2-3 for detailed review
 - Develop site concepts for and budgets for 2-3 sites
 - Public Opinion
 - Determine how public opinion will be measured
 - Discuss and determine public presentations
 - Discuss and determine public survey
 - Discuss and determine other possible outreach programs
 - Recommendations
 - Synthesize the public opinion based on previously defined measures
 - Provide recommendations – to include Town Hall, Library, Museum, Meeting Space, etc. as noted in goals
 - Schedule
 - Outline a schedule that enables the tasks outlined to be achieved by January 30, 2017
 - Assign next steps
- Adjourn