

Facilities Steering Committee  
Meeting minutes for 8/1/17  
7pm at town hall annex

Attending for the committee: Chris Conway, Karen Cruise, Steve Mirick, Larry Todd, Mary Jo Wojtusik

Also attending for the town: Edith Morgan, board of selectmen  
Nina Nazarian, town administrator  
John Rowell, former ad-hoc steering group member

Karen opened the meeting at 7pm and asked the above group to introduce themselves, as well as others in attendance.

The minutes of the 7/25 meeting were approved.

Karen asked how the HKT review differed from the charge of the steering committee; HKT was an in depth review of the buildings and their systems but not focused on their function and uses.

The group began a review of the RFQ with the revisions prepared by Nina.

Discussion of using charrettes, small group meetings, to move the process forward. There were many comments and the committee agreed to limit the use of charrettes. We need to have the consultant do their work before we know how this could help the process.

We agreed to change the calendar and make Jan 31, 2018 the date for the draft report and Feb 28, 2018 the date for the final report from the consultant.

At 8pm the committee voted to accept the RFQ with revisions as discussed.

What other work should the committee be doing at this point?

Consider how to evaluate the consulting firms. Steve sent a form to consider.

Check with other communities about evaluation templates they have used.

Review the needs of all groups currently using the Princeton Center building.

Discussion of the agenda for the next meeting; the committee should include time for participation by the community. This was agreed on.

Nina said there could be minor revision to the RFQ until 5 days before 9/18, should something come up in our meetings before then. If people want the committee to consider additional questions, they should submit them to the committee or to Nina.

There was discussion regarding the current use of the Princeton Center. Some in attendance felt it was functioning as a “community center” and asked if the RFQ included this use.

There were many comments during this meeting made by members of the community which were helpful in clarifying the discussion and focusing attention on their areas of interest and concern.

It was agreed to have time at our next meeting to talk about community needs; we will limit questions by an individual to five minutes.

The next meeting of the Facilities Steering Committee will be held on Tuesday, August 8, 7pm at the Princeton town annex.

The meeting was adjourned at 9:13 pm.

Submitted by Larry Todd, secretary