

**Building and Facilities Committee**  
**Minutes of 7-22-21; Whipple Hall**

Members Present: Cross, Bianchi, Hoglund Bowers, Sherman, Cardillo, Beasley;

Absent: Cannon

The meeting was called to order at 6:30 p.m.

*1. Approval of Minutes*

The minutes of the previous meeting of July 15, 2021, were reviewed by the Committee and were then approved unanimously.

*2. Reports*

*Whipple Hall Subcommittee:* Mr. Sherman reported that the Report on Whipple Hall is completed for submission to the Selectmen. The Committee has previously reviewed and discussed its content, and in its final form it includes supporting documentation. After discussion, the Committee approved the Report and asked the Chair to forward it to the Selectmen with copies to the Committee members.

*DPW:* Peter Hoglund reported that he had received input on facilities management software, but that Bob Harrington is currently out straight with current issues and problems to be dealt with. He inquired of the Committee whether it would like to offer assistance to Bob on the issue of software and how a resolution might be reached as to what would be a good fit for the Town's facilities management. Perhaps a discussion with the current vendor being used by the DPW to see what might be available would help. The Committee was very much in favor of providing to Bob whatever assistance he would like. The important point is to find the appropriate software and begin to input the necessary data. Peter will pursue this further.

*Academy Building:* Peter Bianchi reported that the Town Clerk office is now open to the public, and the Subcommittee will contact Will Kidder about meeting to see what is working in that process and what might require more attention and discussion.

The Chair reported that the Investments Report will likely be discussed by the Selectmen at their meeting on Monday, July 16, 2021, at which time the Selectmen will probably discuss a procedure for addressing the Report. He asked that those members of the Committee who could do so attend that meeting. The Committee suggested that the Selectmen should begin by making decisions right away as to those items listed as Priority A; followed by decisions as soon as possible regarding those items in Priority B, since the budget process will be gearing up in September.

The Chair then reported that he, Nancy Rollins, Selectmen, and Paul Gorman, Chair, Planning Board have met a second time, with Cotton Cleveland in attendance at Nancy's request to serve as a facilitator at the public meetings being discussed. Nancy has agreed that the written proposal sent to her and Paul by the Chair, which was copied to the Committee, outlined a good process for moving forward. The current thinking of the group would be a presentation of the list contemplated in that memo, the information related to each item, and the costs associated with each. The Chair also noted that they discussed that there should be a presentation of other items and their costs that might be proposed by other committees, such as the Energy Committee, and a listing by the Selectmen of those new cost items they are considering in the upcoming years. Cotton recommended that they define the process of decision-making to come out of those public sessions, draw up an executive summary of what is intended by having these public meetings, and develop a statement of the information to be discussed and how it will be presented. These topics will be discussed at upcoming meetings of the group.

3. *Old Business*

None.

4. *Other items to come before the Committee.*

None.

5. *Action Items*

*(from 4-1-21)*

- A. Peter Hogleund to discuss with Bob Harrington his thoughts on needs and solutions related to the DPW/transfer station, and to gather the relevant information and facts for future discussions with Mr. Harrington and the Committee. **Ongoing.**

*(4-15-21)*

- B. Peter Hogleund to confer with Bob Harrington, Mike Williams, and Phil Sherman to establish meetings and discussions to analyze facilities software issues. **Ongoing.**

*(5-20-21)*

- C. Peter Hogleund to meet with Bob Harrington, John Manaras, and Bob Brown to review possible changes at the transfer station to accommodate current needs. **Ongoing.**

*(present)*

- D. The Chair to forward to the Selectmen the Whipple Hall Subcommittee Report.
- E. Peter Bianchi will contact Will Kidder about meeting to see what is working in his process and what might require more attention and discussion.

The next meeting will be on Thursday, July 29, 2021, at 6:30 p.m., in the Syd Crook Room of the Academy Building.

The meeting adjourned by unanimous consent at 8:15 p.m.

Respectfully submitted,  
Colin Beasley, Chair