

Town Office Planning Committee

Draft Minutes 6/29/21 Meeting

Meeting called to order at 6pm.

Attending at Town Office: Mary Linehan, Bill Risso, Rebecca Seibel, Beth Preston arrived at 6:09pm.

Attending by zoom: Art Hanchett, Morgan Smith, Lisa Bragg and John Freitag

1. Update on 6/23/21 meeting with selectboard: Art gave the selectboard a brief overview of the committee's work and requested the selectboard include us and various committees in town at a selectboard meeting, so we could explain our purpose and get feedback from other groups in town. The Selectboard would prefer a separate meeting, as they have an overloaded agenda already. Mary will notify Toni Pippy, Chair, that we would like them to convene a meeting with other town committees on Wed. July 21.
2. Minutes from 6/14/21 meeting were approved.
3. Update on site evaluations: Bill, Beth and Rebecca reported no changes since last meeting.
4. Bill presented his (amazing) plan for site evaluations, using three sets of criteria that can be used to evaluate all potential sites, including ones we may not be aware of: Site characteristics; Construction; Maintenance and Operation. Scoring is on a 1 – 5 basis, and then the scores are multiplied by a weighted factor, depending on importance. Using this format, members of the committee should fill in their scores and email them to Bill by July 10<sup>th</sup>. It is important to write N/A if we don't feel qualified to decide on any of the evaluation criteria. Art noted about how important it is to demonstrate that site comparisons are being looked at as objectively as possible, so we can say “This is how we are looking at it”. Morgan commented that having all the criteria available is important, giving others a chance to make additions we may not even be aware of and that it's important to show incomplete drafts as a work in progress. Mary thinks that it is excellent that there is room to add additional sites we may not be aware of that might become available. Everyone thanked Bill for his comprehensive work. Mary will follow-up with getting software for Bill to work with to compile the information.
5. Update on community engagement: Art had no updates but will focus on preparing for the 7/21/21 meeting with town committees as more information comes to him. At our next meeting. The Committee is asked to focus on developing and finalizing contributions to the presentation for that meeting, giving Art time to work on a final presentation, sharing it among all members, and giving the selectboard a chance to be updated on our progress prior to the meeting. Art mentioned the importance of keeping our presentation short (10 – 15 minutes) leaving plenty of time for feedback.
6. Next meeting will be Wednesday, July 7 at 6pm at the Town Office & zoom Meeting adjourned at 6:45 pm

Respectfully submitted,

Rebecca Siebel, Recording Clerk