

Town Facilities Review Committee

July 16, 2020, 7 p.m. via ZOOM Meeting

Regular Meeting Minutes

Members Present: Ex-Officio member Denise Raap, Chairman Sam Olmstead, Anne Haas, Marc Moura, Richard Quay, Jeffrey Zullo,

Late arrivals: , Bill Deacon, John Morosani

Absent: Jeff Zullo

Alternates: Barbara Putnam, Burke Gibney

Others present: Lisa, Mary, Sage, Carol Powers

1. **Call to Order** – Chairman Sam Olmstead called the meeting to order at 7:05 p.m., seating both alternates for absent members.
2. **Approval of Minutes** – The minutes of July 2, 2020 were reviewed. Anne Haas noted a correction to the spelling of her name. Anne Haas moved and Burke Gibney seconded a motion to approve the minutes as revised.
3. **Public Comment** – Carol Powers asked about the \$30,000 the Selectmen approved for the needs assessment coming from the Bantam Annex fund: would that money be spent only on the Annex. Denise Raap explained that money in that fund came from income generated by the Annex, but it goes into the General Fund for Town use as the Selectmen choose.
4. **Old Business:**
 - a. **Follow up on posting of documents, correspondence, etc.** Sam Olmstead has discussed what can be posted on the the web site with Liz Callahan. We can post all the material we have circulated. Sam will check in with the authors of correspondence to see if they mind having their letter made public.
 - b. **Discussion of Town Hall walk through** – The committee was clear that this building is at the end of its useful life, due to having deferred maintenance while we waited for a viable Town Hall plan to be developed. Deferring maintenance under such circumstances rarely saves money in the long term. There are fewer short payback items possible in this building than there are for the Bantam Annex. The current state mandated vault requirements far exceed what we currently have. Regionalizing or centralizing the long-term storage of Town records could save towns money, but is unlikely to happen in the near term, as it requires action by the Legislature.
5. **New Business**
 - a. **Scope of Work for planning architect/consultant** – Discussion of this topic included the need to understand town functions and what efficiencies might be possible, and to get input from town employees, town boards, and the public.

Town boards mentioned were the Park and Recreation Department, the Energy Task Force, youth and sports programs, and adult and community education programs.

John Morosani and Bill Deacon arrived. Burke Gibney and Barbara Putnam were unseated.

Anne Haas reported that the Borough of Bantam will be conducting a survey of Borough residents about what they want in the future.

The scope of work should take a look at how the Town can optimize the services it provides, and what technology is available to add efficiency to our operations, without getting into the details of organizational structure and staffing such as a management consultant might review. The idea of a Town Hall functioning like a community center, where community meetings can take place was mentioned. This group has an opportunity to shape how the Town provides services in the future for decades to come.

Sam Ohmstead, Marc Moura, and Barbara Putnam will work on refining the Scope of Work. It will go out to bid, the whole Committee will review all the proposals before making a recommendation to the Selectmen on who to hire.

- b. Outreach for August 6 presentation** - Marc Maura will do a presentation to the Committee of the East Hampton Town Hall project. Denise will invite John McKenna to cover it.

6. **Adjourn** – the meeting adjourned at 8:05

Respectfully submitted,

Barbara Putnam
Recording Secretary