Town of Middlesex
Facilities Improvement Team (FIT)
Regular Meeting
Wednesday February 4, 2026
5:00 PM

AGENDA

5:00 : Welcome

- Approve minutes of January 7 meeting – Action Likely
- Approve or Amend Agenda for February 4, 2026 meeting – Action Likely

5:05: Sub-committee updates since December 3, 2025 meeting

- **Town Hall:**
  work completed to date
  Next steps
  Discussion

- **Town Garage:**
  Work completed to date
  Next steps
  Presentation of users' needs in any building upgrade/replacement (Eric)
  Discussion

5:30 : Preparation of FIT's role, work-to-date, rough schedule for Town Meeting

- Start program to reach out to community.

Possible issues to be included in this presentation:

- How FIT is organized
- Sub-committee's status as of February 4, 2026
- In general terms, the committee will evaluate the condition of our buildings and note all deficiencies. We will then work on options for addressing these deficiencies and start developing project budgets. We will use the following as guidelines for this evaluation work:
    - Adherence to health and safety codes and standards
    - Condition of building structural systems
    - Providing access for all using ADA as guidance
    - Energy efficiency
    - Operates reliable, properly sized, commercial grade HVAC systems
    - Flexibility of spaces
    - Addresses deferred maintenance items with a long-term goal of focusing on planned maintenance to minimize future deferral of maintenance

Future work:

- Refine designs
- Obtain estimated costs.
- Continue with design work
- Reach out to community
- other

6:00 : Assignment of tasks/staffing schedule at info booth at Town Meeting

6:15: Other Business/Adjourn

ZOOM INSTRUCTIONS

To attend this meeting via Zoom, go to:

https://us02web.zoom.us/j/86303217560

Meeting ID: 863 0321 7560 One tap mobile OR 1-646-931-3860