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

AGENDA

5:00 : Welcome

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

5:05: Feedback from Town Meeting

- General comments that may indicate level of support for Facilities projects
- Specific comments and/or questions asked at FIT's information table
- What specific area(s) of concern surfaced?
- Did it seem like there was a general understanding of FIT's role?

5:30: How does FIT proceed?

- Project timeline. What is the earliest we could start?

- Budget for design development (i.e. architects, engineers, cost estimates)

- Discuss possibility of using " charrettes". ** see below for information about charrettes**

6:15: Tasks to be completed for next meeting

6:30: 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

Discussion about using a modified "charrette".

A charrette is often used in development of preliminary designs. It is a fairly intense, fast paced endeavor that encourages open discussion among building users, architects, engineers, people familiar with owners' financials, general population and others as needed. General rules:

- There are no "bad" ideas that are immediately rejected with limited or no discussion. While a lot of ideas will not be used there may be some parts of the idea that could be helpful. Therefore, all ideas will be discussed unless clearly not of interest to the committee or deemed inappropriate.
- While any Middlesex resident is welcomed to attend any FIT meeting the committee should seek out and invite anyone who will be directly impacted by the project(s).
- There are likely to be a lot of ideas offered. If the committee feels overwhelmed with ideas we may have to pause taking new suggestions and discuss ideas already presented and start to narrow the list down. It appears that there will be plenty of time to do required work.

Examples of topics that could be discussed via a charrette:

- If none of the Middlesex buildings had been built yet would you
  - Build in the same locations? If not, where would you build?
  - Have the same number of buildings?

- With the Town Hall envelope being recently improved and the radon issue addressed, is the town hall renovation a lower priority than the town garage?

- Non Discretionary items:

  - Adherence to health and safety codes and standards
  - Review of building structural systems and engineer's plan for improvements.
  - Provide access for all using ADA as guidance
  - Energy efficient building and equipment
  - Operate reliable, properly sized, commercial grade HVAC systems
  - Flexible spaces
  - Address deferred maintenance items with a long-term goal of focusing on planned maintenance to minimize future deferral of maintenance
  - Review compliance with Town Plan and proper consideration of community member's needs and input
  - **Any others?**

- If budget was available, in what order would the projects be undertaken? Why in this order?