Town of Middlesex
Facilities Improvement Team (FIT)
Regular Meeting
Wednesday April 1, 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: Coverages

- Moving forward, how will we assure that required documents, procedures etc. are completed on time i.e:

Item	Responsibility of
Agenda	Dave
Taking of meeting minutes	
Post agenda and minutes on Town's web site	
Postings on Front Porch Forum	
Assure that room is reserved for FIT with set up for Zoom	

5:15: Charrette #1 Topics

Charrettes by design, depend upon creating an atmosphere of respect and openness. However, there are several items that are not up for discussion other than how the various designs address the issue.
As a reminder, the following are considered non-discretionary:

- 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

Are there other items that might be termed non-discretionary i.e. complies with:

- Zoning
- height restrictions
- noise levels
- hours of operation
- Fire suppression systems

Updates since last meeting:

- Kevin: wetland delineation at Town Garage; creation of additional workspace in Town Hall

Potential Items for discussion:

- There appears to be a strong preference for addressing Town Garage needs first and perhaps addressing several smaller projects in the existing Town Hall undertaken with volunteers.
- Should we continue to use the existing sites as they are presently being used or start combining functions in fewer locations?
- If none of the Middlesex buildings had been built yet would you build in the same locations? If not, where would you build?
- Would you have the same number of buildings?
- How would combining in fewer buildings affect water availability and waste water ?
- What are the limitations of each site?
- Does each project adhere to the existing Town Plan? If not, is it reasonable to think that the Town Plan might be revised?
- Jon's list of different options for further study

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