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

Attending:

- Dave Magida, Susan Clark, Eric Metivier, Lauri Scharf, Sandy Levine, Kevin Thompson, Larry Rooney, John Rahill, John Lund, Sam Lash (CVRPC) **WHO ELSE?**

5:00
Welcome

- **Approve minutes of January 7 2026 meeting**

Motion: Susan moved to accept minutes as written, Eric seconded, motion approved

- **Approve or amend agenda for February 4, 2026 meeting**
  - After discussion the agenda was not formally adjusted

5:05

- **Sub-committee updates since December 3, 2025 meeting**
  - **Town Hall:**
    - Kevin reported that there is no update to the town hall discussion
    - It's in holding pattern until decisions are made about future direction
    - Reminded group of the weatherization and radon mitigation work that's been done
      - Lauri reported that preliminary radon numbers look good based on electronic monitoring device
    - Kevin is rearranging space downstairs in case town administrator budget item passes at town meeting

  - **Town Garage**

    See 5:51 section below

5:15

- **Town Meeting preparation**
  - Larry Rooney stated that no one in the community responded to his FPF post
  - Larry envisions table with handouts and staffing at town hall – Committee supports this idea
    - John Lund offered to staff the booth during town meeting
    - Susan reported that voting goes from 7 a.m. to 7 p.m. – many voters come in before they go to work – town meeting starts at 4:30 p.m.
    - Larry suggested having a computer at the table with information and a way to capture questions and comments
      - Suggested starting after lunch for staffing the table

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        - Susan suggested if something free standing like a revolving slide deck that rotates through pictures and information might be good
        - Larry will create a sign up sheet for committee members to volunteer

- **Materials for town meeting**
    - Susan and Dave said they'd help create handouts in advance of the meeting
    - Sandy suggested a poster with pictures/graphics that catch people's attention
    - John Rahill suggested having Eric's list of needs available as another key communication tool and talking points
        - It wasn't long ago that town hall was a priority so people will want to know why things have changed – important to include information about "WHY" the town garage
        - Dave stated that "condition report" is available as part of the architecture/engineering for town hall but not for the town garage
    - Susan mentioned that information at the table needs to include both committee's projects: garage and town hall
        - Point out work already done and considerations for the future
        - Important to communicate that an evaluation of the Town Hall existing conditions was done as part of the creation of architectural and engineering plans for the previous Town Hall project design. This explains the apparent "pivot" to the Town garage project.
        -
    - Dave expressed concerns re: sharing the town garage's rough condition publicly
        - Insurance company looks at the building at least once per year so they know its condition
        - One perspective: Insurance pressure might be a good impetus for the town to act quickly
    - John offered to do a drawing of the town garage that would depict what's in the garage and what is not

- **Next steps re: tabling at town meeting**
    - Basic information to include how FIT is organized
        - Also include information re: the time and place of meetings
        - Information should mirror what was in FPF posting
    - Dave and Larry will meet to prepare materials and Eric will join if he is available
        - John Lund is also interested in helping
    - Kevin will put something together about what town hall sub-committee looked at and discussions they had re: old fire department building
    - Kevin and Lauri will put together document related to work done at town hall – including photos
    - Lauri suggested including information about other town's experiences building or renovating town garages
    - Prepare talking points to speak at town meeting – Who would do this?
        - Some thought Zara might want to do this
        - Dave will do it if Zara does not

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- Include a sign up sheet for interested people to be added to committee's email list

- **Open house at town garage on town meeting day**
  - Questions about feasibility of doing this at town meeting due to possible weather issues
  - Decided to host the open house at town meeting day so people can go after they vote
    - Suggestion to host open house from 8:00 to 4:00 on town meeting day
  - Sam Lash from CVRPC shared information about other town's expenses
    - Sam explained what other towns did as part of their town garage and she shared some ideas about the process
      - Cheapest garage in the region is $4.5M and average is about $8M
      - Believes there are ways to bring the price down
      - Maybe information about what other towns are doing without the dollar figure would be useful
      - Could make town garage open house fun by asking visitors to answer questions or do a hunt for specific things that are essential for town garages to function – which would demonstrate the lack of such things
      - Sam also commented that she saw the multi use option for the town garage – proximity to school
        - Including a point about consideration of how to keep long term operating costs low for the town – make sure it's a point clearly made when looking at costs – up front costs may be higher for one option but town is also considering operating costs so there may be a higher up-front cost but lower operating costs ~~when the final decision is made~~
        - Includes energy use such as solar, heat pumps, etc., materials, furnishings

- **Public Meeting**
  - Some believe the earlier the better for input and getting people on board
    - Perhaps host a meeting every two months to keep the lines of communication open
  - No decision made about date for first public meeting

- **Committee Guidelines**
  - The committee has committed to applying the following as guidelines for their 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*
    - *Compliance with town plan and proper consideration of community members' needs and input*

5:51

- **Eric reporting on needs for new town garage**

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Considered long term needs – specifically need:

- Indoor parking for Town vehicles and equipment
- Maintenance bay
- Space for loader and grader
- Trailer with high pressure hose
- Wash bay, maintenance bay large enough to keep plows in winter
- Welding/fabricating bay
- Tool storage and proper oil and chemical storage
- Bathroom, office, break room, locker room
- Pole barn would protect some equipment
- Connex/container boxes are needed
- Salt shed is inadequate – may need to include work on this

- **Field trip to town garage**
  - John Lund asked about holding a meeting or having a field trip at the town garage to learn first hand how bad the conditions are
    - Susan shared that a videographer could capture the tour
    - Eric said town garage staff are at the site every day from 6:00 to 2:30
    - Eric offered to host a visit
    - **Committee will have a site visit at the town garage on Friday the 13th at 9:00 a.m.**
    - Sam shared that Eric's list helps point to risks for town
      - Also could be a guide for people attending the open house – could be a check list for people to see all that's lacking currently
  - Re: construction estimates – Dave and Eric believe there are templates for town garage layouts, and square footage cost templates
  - Lauri asked if MDX would consider working with other towns that might be interested in cost-sharing/group rates for purchases

- **Town Hall work**
  - Eric said the town hall work is not stopped – improvements were made
    - Susan said past research in preparation for bond that failed may be useful for this group in the future
  - Solutions included radon mitigation and energy efficiency and heat systems work

- **Other Discussion**
  - **Roads Committee**
    - John Rahill asked about road committee coordination
    - Said the road committee has pushed ahead 5 year plan for improving roads
    - Now that flood repair is mostly completed, it's time to get back to regular maintenance schedule and cost projections
    - Eric responded that regular maintenance line items in budget are not changed
      - Also mentioned that upcoming spring road work related to past flooding will be the end of flood related work

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- John asked: Has road maintenance been deferred for a few years due to the flood?
    - Eric reported that most roads are in better shape now as a result of flood mitigation and repair

- **Community Engagement**
    - Lauri suggests next meeting addresses community input and questions
    - Susan questions about vision and values related to town garage – ones that were used for the town hall may be applicable
    - Lauri thinks there could be some overarching and bigger picture topics the community cares about
        - Could be an opportunity to talk about those bigger picture ideas – what do people care about?
        - Does town want to build out more stuff around the town garage?
        - Where does the town center want to be?
        - What utilities would go with that decision?
    - Sometimes public education is letting folks know why decisions were made – and sometimes it's about seeking input
        - John Rahill thinks it's a perfect time to ask about creating a civic center
        - Lauri suggested WEC might be approached to extend a line to school which might enable more solar infrastructure
        - Important to take the opportunity to be open to ideas

- **Miscellaneous**
    - Lauri said State of Vermont turned down MDX for free TA re: planning town garage and incorporating climate related considerations
    - VHCB has grants for TA related to planning – Sam will check into that funding source
    - Sam Lash will be added to committee mailing list

6:30

- **Adjourn**

Submitted by: Carol Maloney

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