Facilities Improvement Team
(FIT)

Meeting notes for 3/4/26
(rev2)

Attendance; Dave Magida Chair, Sandy Levine, Zara Vincent Vice-Chair, Larry Rooney, Eric Metivier, Susan Clark, Kevin Thompson, Sam Lash (CVRPC), Dorinda Crowell, Lauri Scharf

5:00 pm - Dave Magida opened the meeting and requested to approve the minutes from last month's meeting. Motion was moved and seconded. It was voted unanimously to accept the meeting notes by the committee.

Dave Magida moved to accept the agenda as written. Zara stated that because she has been so busy with other town affairs, she would step down from the Vice-Chair position of the committee. Zara made a motion to add item to the agenda for a new vote for Vice-Chair of the committee. The motion was seconded and voted unanimously by the committee.

5:05 pm - Dave Magida addresses the first item on the agenda, which was the feedback from Town Meeting about the FIT plans for the Town Garage and Town Hall. Dave wants it to be a general discussion.

Members of the committee shared that people understood the need for a new building and suggested keeping the old building for storage or adding a conference room. Eric stated that about 10 people came to the open house at the town garage. A couple of people mentioned that it would be good to have a conference room in the building that the town could use.

Some people were not even aware that the town garage was there. Some people acknowledge the problems and believed we needed to do something. There was also talk about the locations of Town Hall and the Town Garage. Some people were not discussing design but knew there were problems and something needed to be done. One person suggested not bundling the projects together (Town Hall and Town Garage).

The committee talked about the volunteer work done at Town Hall that was completed by Lauri and his crew. Some people wondered if it is possible for the volunteers to do more at Town Hall.

The conversation turned into what we should prioritize or focus on. Where Town Hall has had some work done on it, maybe the focus should be on the Town Garage. There was talk of more open houses at the town garage, like during the band concerts in the summer of green up day in the spring.

Susan was acknowledged for her fantastic truck cookies she baked for the open house at the garage and town meeting.

5:35 pm - Dave brought up the possibility of using "charrettes". 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. Dave said that John Rahil would be willing to conduct this with Dave..

Kevin mentions that a state agency or other organizations could moderate the charrette, allowing the committee to participate as well.

Sam offers to support the committee in facilitating the charrette and suggests involving the Regional Planning Commission.

Susan emphasizes the need to frame the charrette carefully to ensure productive use of time and focus on critical issues.

5:45 pm - Kevin believes at this point we should put our focus and energy on the Town Garage and looking at the town hall as a longer-term project and discussing with the budget committee about starting to put money away for that.

Sandy moved to formalize process to have the committee focus on the Town Garage and make the Town Hall secondary to the garage because of the condition of the building. The motion was seconded by Larry.

There was discussion about the work in town hall and moving forward with it. The committee still wants to work on the town projects such as ADA compliance, health and safety issues, etc. The committee all agreed that we would continue to work on town hall projects, but the focus would be the Town Garage, and its needs.

Dave called for the vote on the motion, and it was unanimously passed.

Kevin suggested that we talk with Grenier engineering to look at the cite, without doing a design at this point. But to let us know where the building could go. Kevin said we could have a meeting with them and typically is from $3000 - $5000 Chase and Chase was also mentioned as an option for this cite work. Kevin agreed to reach out to them for pricing and a proposal. Then it could be brought to the Select Board for approval of the expenditure of the money.

Dorinda mentioned that there is money in the budget that has been put aside for the building fund and believes it will qualify for this type of use.

Sam brought up funding opportunities for the Town Garage project called Timber for Transit and they are in the second wave of funding which has a deadline around August. This would help with the planning work, engineering, but also help with design, permits and other stuff. Sam states there is no minimum on the project funding, so we could go for 50K, 100K, or even 250K, but we would have to come up for 50%. Zara pointed out the $50,000 in the building fund in the budget that could go towards what we might need to match these funds. Zara suggested coming up with a subcommittee to investigate this possibility. She suggested Sandy, Dorinda, Lauri and Kevin work with Sam to look further into this project funding. Sam said if we want to take advantage of this, we will have to be in by July of this year.

6:10 pm - Dave moved to the next agenda item that was added at the beginning of the meeting. Zara requested to step down as the vice chair of this committee due to her other committees and Select Board activities that is taking up a bulk of her time. Zara moved to have Larry replace her as vice-chair of the FIT committee. Larry suggested being co-vice-chairs with Kevin, and Kevin reluctantly agreed.

Dorinda made the motion to make Larry and Kevin vice-chair of the FIT committee, Eric seconded it and the vote was unanimously approved .

6:15 pm - Lauri brought up that it would be beneficial to do some energy modeling of the existing town garage and we had reached out to Andy Shapiro about that, but he was on vacation. Lauri stated that we also have Enrigue Bueno, who lives in Middlesex, who is on the energy committee, who does this type of work as well and he volunteered to do that too. Lauri believed we should take advantage of this free resource.

Action Items:

- Perform an energy model of the existing town garage building (evaluate current performance and potential energy upgrades) and deliver results to the committee (Lauri)

- Obtain proposals/pricing from Grenier Engineering and Chase & Chase for a site assessment (wetlands, soils, wastewater constraints) and bring the proposals to the committee for review at the next meeting. (Kevin)

- Draft a reconfiguration plan for the downstairs town hall main room (non-structural changes to improve office layout) and share the plan with office staff for feedback. (Kevin)

- Keep the committee informed about immediate town hall volunteer needs and any small volunteer projects (e.g., accessibility fixes, maintenance) and coordinate volunteer requests. (Kevin, Lauri)

- Create a prioritized list of garage 'must-haves' versus 'wants' to inform engineering scope and cost estimates and circulate it to the committee for refinement. (Eric)

- Provide summary notes and resources about the Timber for Transit grant (eligibility, match expectations, timeline) to support the committee's planning and potential application (Sam, Kevin,Sandy,Zara)