

MINUTES

GOVERNMENT CENTER PLANNING WORKING GROUP

February 3, 2016

Present: Dr. Philip Auger; Phil Bergeron; John Boscardin; Curtis Givan; Dianne Izzo; Sheila McGauvran; Mary King; Gary Tedeschi

Absent: William King; Nicole LaFontaine

Also in attendance was Kim Jones, Public Works Programs Coordinator, at the request of Mr. Bergeron to take minutes for the first meeting.

I. Call to Order: Meeting called to order at 5:33 p.m. by Phil Bergeron

Dr. Auger welcomed the group to the facility. Mr. Bergeron welcomed members to the working group and explained that this first meeting was basically to figure out the times and frequency of meetings and how agendas will be handled. He said that the Town Council was comfortable with his apprising them on the progress of the committee and that the Asset Management Commission has requested that it be able to select a liaison to the group, which will not be a voting member. Mr. Bergeron also stated that there should be an opportunity for the public to comment.

Group members introduced themselves, offering brief background information. The group is comprised of 10 members – 5 Town and 5 School Department, with the governing body for each deciding on its representatives. Mr. Bergeron felt it was important to have staff representation for the group and the Town Council agreed. Ms. McGauvran, Dr. Auger and Ms. King would represent staff and the School Committee designated two members (Ms. Izzo and Mr. Boscardin). Mr. Bergeron, Mr. Tedeschi and Ms. LaFontaine would represent Town staff and the Town Council designated two members (Mr. Givan and Mr. King).

II. Election of Officers: Motion by Mr. Tedeschi, seconded (simultaneously) by Dr. Auger and Ms. King, to appoint Dianne Izzo as Chair; unanimously approved. Motion by Ms. King, seconded by Dr Auger, to appoint Phil Bergeron as Vice Chair; unanimously approved. Ms. Izzo thanked everyone for their vote of confidence and asked Mrs. Jones if she would be willing to continue to take minutes for the Group; she agreed.

III. Meeting Schedule: After general discussion, consensus was reached to hold meetings on Wednesdays at 5:00 p.m. at the School Department Administration Building conference room. As to meeting frequency, once a month was deemed to be not enough; once a week was too frequent. Further discussion centered on the timetable for the Group's work and significant milestones to be reached. Consensus was for bi-weekly meetings as much as possible. The next two meeting dates were agreed upon: February 17, 2016 and March 9, 2016.

Dr. Auger asked what the actual Charge was for this working group. Ms. Izzo read the Charge as stated by the Town Council in recruiting members for this Group:

“To explore appropriate locations and building requirements for a combined Town and School Administration Facility.”

IV. Future Agenda Items: Ms. Izzo asked for suggestions for future agenda items.

Mr. Bergeron said that agenda should include public comment. Mr. Boscardin said there should be a 3 minute per person time limit and it could be at the beginning of the meeting to keep the meeting moving along. Ms. Izzo stated that the Chair could recognize someone who wishes to say something during a discussion if members had no objection.

Mr. Boscardin suggested that both entities should look at square footage requirements. Mr. Bergeron and Ms. King agreed that square footage has been determined already by both entities; it is the functionality of space and vision for the building, parking and meeting space requirements that should be considered.

Ms. Izzo said she will be putting together the agenda for the next meeting on the 17th and asked that anyone with an item they wish to have on it be emailed to her by 2/12/16.

V. Adjournment: Motion to adjourn by Ms. McGauvran, seconded by Mr. Givan, unanimously approved at 6:20 p.m.