

# **Facility Assessment & Advisory Committee Minutes**

**Monday, July 11, 2022 at Nottingham Town Offices**

APPROVED December 12, 2022

**In attendance:** Gary Anderson, Chair; Paul Dallaire, Charlotte Fyfe   **Absent:** Erik Danis, Secretary; Barbara Draper

## **Minutes:**

Meeting was called to order at 7:00 PM by our Chair. The three committee members in attendance took some time to introduce themselves and describe their interest in joining this Committee.

Paul and Gary brought Charlotte up to speed on their experiences observing Deerfield successfully navigate their Town Facilities issues in a “3-tiered approach”: maintenance; long term improvements; and “builds” (capital improvements). They feel Deerfield is a good model of how to tackle these issues in an organized, broad scope, and step-by-step approach.

It was agreed that the Committee should start by meeting with Nottingham Department Heads over the next months in order to get “a big picture” view of concerns and priorities. These Departments include: Fire, Police, Historic, Cemetery, Library, Highway and Recycling, Town Offices, Recreation, and Conservation. There are a few facilities in town that we need to clarify who has charge of them, such as the Old Town Hall, the old fire station, and the Marston Property.

Gary reports that the Town Dept. Heads he’s already reached out to are enthusiastic about meeting with us.

Each meeting with a Department Head will be followed by Committee members physically visiting the facility to take notes and make independent observations. In the interest of time, these visits can be arranged for individual members between formal meetings, who will report their findings back to the full Committee.

Paul offered to help create a spreadsheet in order to enter information, needs and priorities in a systematic, easy-to-read-format.

It was agreed that we should offer to meet with, and give occasional updates on our work to, the Selectboard.

The question of whether this group should generate Warrant Articles, based on the priorities and needs we uncover, was discussed. We are leaning towards acting in an advisory capacity only, presenting issues to the Selectmen and having them put forward Warrant Articles as they see fit, based on our recommendations (or not!).

At the end of this Committee’s term (2 years?) we would like to have created a full report, with all pertinent data, to be used as a tool to move the Town forward.

2.

Charlotte moved that the meeting be adjourned at 8:15 pm, Paul seconded the motion.

**Next meeting of the Nottingham Facility Assessment Committee is scheduled for Monday, July 25, 2022 at 7 PM in the Town Offices.**

Sean McLean, Head of Highways and the Recycling Center, will join us at that time to discuss his department's priorities and concerns.

Respectfully Submitted,

Charlotte M. Fyfe, *substituting for Eric Danis, Secretary*

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