

DRAFT MINUTES UNAPPROVED

**Town Building Committee Minutes
December 7, 2007
Location: Wheelwright Room, Town Offices**

Present: Amy Bailey, Mark Leighton, Jon Ring, Gerry Hamel, Rob Corson, Town Manager Dean.

Julie Gilman arrived at slightly after 8 a.m.

Julie reviewed the rules of the committee, Russ will do minutes of today's meeting.

Rob Corson was elected Chairman. Amy Bailey will be the Vice-Chair.

Rob will do the agenda for next week's meeting.

The Committee talked about meeting with Departments, and which ones would be relevant. TM relayed that the last process included most Departments of the Town, for this exercise it probably makes sense to narrow it to the Town Office occupants. A tour of the building was discussed. The Town Manager will facilitate a walk through with Kevin Smart. Rob Corson asked for a copy of a list of members.

The list of documents was discussed, including SMRT plans, the committee charge, square footage plans. All should have copies of the latest SMRT findings.

Rob will pursue the CAD drawings with SMRT, he will contact Mac Collins and David Lay.

The SMRT product was discussed. It seemed to lack a summary or program statement. Next meeting should be spent setting goals, including setting a time line. A survey was discussed. Town residents should weigh in on the customer service items and services they use at the Town Office, and what they like, do not like about them.

The meeting adjourned at 9:30 a.m.

Respectfully submitted,

Russell Dean
Town Manager