

Minutes: Facilities & Grounds Committee

(formerly Civic Center Committee)

Wednesday, May 13, 2026

Alumni Hall, Third Floor Conference Room

Attendees: Charlie Atwood; Rick Dente; Art Dessureau; Paula Dolan; Brent Gagne; Brent Gagne; Jon Valsangiacomo; Burnie Allen; Matt Flaherty; Sue Higby

Others in Attendance: Jeff Bergeron; Jim McWilliams, Brad Herring, Mike Squier

No Attendance: Tom Baker

Minutes for the May 13, 2026 meeting prepared by Sue Higby.

The meeting was called to order by Chair Charlie Atwood at 8:00 AM.

1. Discussion about meeting minutes for April 8, 2026 meeting took place. (Minutes taker Higby arrived a few minutes late; her assumption is that the meeting minutes were accepted with no changes.)
2. Visitors and Communications – Brad Herring, Mike Squier for The Gun Show

According to Herring and Squier, the event went well overall. However, attendance for the show dropped considerably. This was attributed by the two show leaders to the new waiting period for gun purchases. They reported that venders had consistent positive sales, though sales were down (a formal survey does not take place). Attendance was approximately 2,000.

Follow Up:

- During the event, parking at the BOR needs to be managed for tight vehicle placements, not as scattered as it was. They need the Committee's help to organize this.
- Following the renovations for the AUD, they will likely need to examine the floor plan and adjust the table/vendor layout.
- They discussed some interest in adding a new event in the future, such as a sporting goods or sportsmen's show, which would include fishing, boats and guns.

3. AUD Upgrade

Tom Baker sent via email schematics and basic information about the AUD project. Some discussion took place concerning what may be a significant financial shortfall (up to \$800,000) that would affect the scope of the project (e.g., potential elimination of work on the locker rooms). In addition, some discussion took place concerning the governmental funding requirement to hire a Project Manager.

Follow Up:

- Schedule a more complete discussion about the project budget and potential shortfall with related decisions on the project.
- Does the budget anticipate equipment/labor cost increases over the term of the contract? What percentage is built in?
- When will the required Project Manager be identified and hired?
- Higby requested that a brief presentation by the responsible firm at the next Committee meeting, in order to answer Committee member questions.

4. F&G Committee

According to Chair Charlie Atwood, everyone on the Committee who had terms about to expire renewed their Committee responsibilities.

5. Digital Communication

The Committee discussed concerns over the Digital Street Sign on Main Street losing its power source.

Follow Up:

- The power supply for the sign needs to be identified/repared ASAP.

6. VT Coyote basketball

The Committee discussed the lease agreement for the VT Coyote Team and the past due on the account. In addition, the Committee discussed the disagreement with Coyote Team leadership concerning a large logo located at the center of the court.

Follow Up:

- The Committee reiterated the previously held policy about lease agreements for use of the AUD. The City receives payments in advance; pricing for various aspects of using the AUD from space to logo placement need to be consistent among renters. The Committee urged maintaining the pricing and payment protocols that are in place.
- The Committee asked to be informed about payment(s) on outstanding invoices, plans for future use of the AUD by the Team, any new lease agreement(s) and the structure of those new lease agreements, and potential calendar holds.

7. Marketing Report – Jim McWilliams provided a verbal report.

8. Staff Report – Tom Baker provided a written summary.

Tom did not attend the meeting. Tom provided copies of the plans/cost summary for the AUD repair and revitalization project. There are no cost estimates for asbestos remediation yet. In addition, Tom shared information about the Coyotes Team lease agreement. The pool is scheduled to open in June (pool staff assistance needed for the weekends).

Adjournment – Jon Valsangiacomo made a motion to adjourn the meeting at 9:20AM; Art Dessureau seconded the motion and the Committee concurred.