

## **Minutes: Buildings and Facilities Committee**

(former Civic Center Committee)

Wednesday, April 9, 2025

Alumni Hall, Second Floor Conference Room

- Attendees: Charlie Atwood; Art Dessureau; Rick Dente; Paula Dolan; Brent Gagne; Sue Higby
- Not in Attendance: Jim McWilliam; Burnie Allen; Matt Flaherty (attempted remote participation); Jon Valsangiacomo
- Others in Attendance: Tom Baker, Nicolas Storrellicastro

Minutes for the March 12, 2025/April 9, 2025 meetings prepared by Sue Higby.

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

1. Minutes for the March 12, 2025 meeting were reviewed. The minutes were approved, with a motion by Rick Dente, seconded by Brent Gagne and affirmed by the Committee.
2. Visitors and Communications – Brad Herring; Keven Sayer; Mike Squier/Annual Gun Show Review/Discussion
  - Attendance was approximately ½ of the previous year; event organizers attributed the attendance drop to the new waiting period for purchases.
  - They praised Joel's work on the event and were pleased with the Internet service.

Key issues/areas for improvement:

- Their previous table layout was found to be unacceptable to the Fire Marshall due to the width of isles. There needed to be a new table configuration, which resulted in lost table space (approx. 2' at end table). Changes needed to be made at the last minute.  
ACTION: Look at the table chart developed for the craft show; compare and work towards changes. In addition, there was a table shortage after all of them were put into use. Take inventory of the tables (some are wobbly) and order a batch of new tables. (Apparently, there are approximately 230 tables.)
- Door Keys: ACTION: There needs to be a true Master Set of Keys so that all doors, including those in the Connector Building, are locked/accessed easily.
- Maintenance Worker: ACTION: Assign someone who has complete experience with the buildings.

- Kitchen Stove: The large old unit did not function; a small electric unit was brought in for the show. (It was very small.) ACTION: Either repair old unit or obtain larger rental.
- Parking Lot: The lot could not be gated off as planned due to a snowstorm. ACTION: Attempt to move people who have snow parking issues and hockey players to one space (this was a problem on Sunday ... they rent the BOR for Saturday and have the full parking on the hill available for event attendees)
- Electronic Main Street Sign: For some reason, the show wasn't listed on the sign (following the uploading of "Parking Ban" information). ACTION: The sign is an essential communication tool for events on the hill and information needs to be strategically timed and available.
- Restrooms: ACTION: Basic updates are needed.
- ATM Machine: ACTION: They will explore a private vender and potentially have one on the premises next year.

### 3. Civic Center Fund Review

- The Committee continued its discussion of the history of the fund and its purpose. ACTION: Continued research is taking place. The Committee requested advance notification of use of the Fund, either by email or attending on of the Committee's monthly meetings.

### 4. Building & Facilities Committee Charge

- This topic was tabled for the next meeting.

### 5. Civic Center Rates

- A preliminary discussion took place, and the Committee agreed with the initial discussion concerning a potential tiered pricing (incentives to fill non-prime times and/or rainy days and to attract broader population of users, e.g., families/birthday parties. ACTION: Continue examining options to fill quiet times, change (increase) pricing for prime time, and resolve staffing issues. ACTION: The Committee discussed the value of a Recreation Director position and the possibility of a shared position with Barre Town.

### 6. Digital Communications

- Matt Flaherty provided an advance copy of his memo, "Buildings & Facilities Committee Digital Presence Plan" to the Committee for discussion. Flaherty was unable to participate successfully from his off-site location, despite several attempts. This topic was tabled for discussion during the next Committee meeting.

## 7. Congressional Grant Status

- Tom Baker has received information about the scoping assessment for the project from the firm, Freeman, French, Freeman (FFF), and he is waiting for the “green light” for a \$50,000 reimbursement for the FFF work. According to Tom, the funds have been “obligated” and are sitting with the U.S.D.A.  
ACTION: Sue Higby requested a copy of the FFF report (This was subsequently received by Atwood and Higby)

## 8. Staff Reports

- Tom Baker provided a brief report on the turf schedule, repairs, and he is looking into tables for the facility.
- Jim McWilliam was not present.

## Executive Session

Art Dessureau made a motion at 9:25AM to enter Executive Session to discuss a staffing issue; Sue Higby seconded the motion.

Sue Higby made a motion to step out of Executive Session at 9:30AM.

Art Dessureau made a motion to adjourn the Committee Meeting at 9:30AM.