

Minutes: Buildings and Facilities Committee

(former Civic Center Committee)

Wednesday, June 11, 2025

Alumni Hall, Second Floor Conference Room

- Attendees: Charlie Atwood; Art Dessureau; Burnie Allen; Paula Dolan; Matt Flaherty; Brent Gagne; Jon Valsangiacomo; Sue Higby
Committee absence: Rick Dente
 - Others in Attendance: Tom Baker, Jim McWilliam
- Minutes for the June 11, 2025 meeting prepared by Sue Higby.

The meeting was called to order by Chair Charlie Atwood at 8:01 AM.

1. Minutes for the May 14, 2025 meeting were reviewed. The minutes were approved, with a motion by Brent Gagne, seconded by Burnie Allen, and affirmed by the Committee.
2. Visitors and Communications – Tracie Lewis from the Barre Partnership
 - She was asked to brief the Committee about the Craft Show. According to Lewis, the show had more than 100 vendors with 50 on the waiting list. She reported there were 5,000 attendees on Sat/3,500 on Sun (free admission to event).
 - Concessions were handled outside at a food truck; according to Lewis there could be improvements in the kitchen to make it more useable for events such as this.
 - She discussed future potential events such as the Women's Expo, a Bridal Show; the former idea of the BP to devise a Craft Beer event does not seem likely.
 - Lewis offered to assist with promoting activities at the Civic Center Complex via social media. She would share posts to Facebook and Instagram.
 - Lewis had no issues or complaints concerning the facility/facilities.
3. Digital Communications
 - Matt Flaherty led a discussion about ways to improve the communications activities associated with the Committee/the various properties.
 - Digital communications were the emphasis of the conversation, examining opportunities to expand public presence via Facebook, Instagram and Front Porch Forum.
 - This is viewed as a natural extension of the Quarterly Newsletter now produced by Jim.
 - Strategies were discussed for improved public awareness with strong visuals, e.g., still photographs and video shorts.
 - Traditional website use was discussed. The Committee will make use of the City's website with some adjustments.
 - The Committee discussed the value of having a "Digital Presence Manager Committee Member" at length.

Art Dessureau made a motion to name Matt Flaherty to this position; Sue Higby seconded the motion.

- **INFO NEEDED:** This topic was tabled pending the development of a description for the role, which will be provided at the next meeting.

4. Congressional grant status

- Tom Baker mentioned that he/they will begin writing RFP's for the 2 funding sources (MERP/Congressional Funds)
- Higby urged the RFP process to be placed on a fast track and to examine options for making advance deposits on the various components of the project.
- Dessureau once again brought up his concerns that a Project Manager is needed to streamline the process.

5. Marketing Report – Jim McWilliam

- New logo-adorned chairs and matts have been ordered/received.
- Currently, there are 12 sponsors that have sponsored a banner for more than 15 years.
- Jim stated he would like to make a plaque for each of these businesses.

Paula Dolan made a motion that the Committee approve funds for the purpose of creating plaques to acknowledge and thank donors that have sponsored a banner for more than 15 years; Brent Gagne seconded the motion, and this was unanimously supported by the Committee.

6. Staff Report – Tom Baker

- Large (72") monitors have been obtained from Court Houses; they will be distributed to the BOR, the front lobby of the AUD, and in 1-2 meeting rooms.
- VT Coyotes Update – They are working on their schedule. Apparently, large monitors will be added to the AUD to scroll the names of supporters.
- He is working on BOH lighting.
- He is spending time replacing the turf at the BOR soon. Turf rentals are positive; this is an improvement over Year 1.
- The Committee discussed follow-up on adding holes for inserting stanchions to the AUD floor for future volleyball matches. (Volleyball will be a fall sport.)
- **INFO NEEDED:** A community member mentioned they would like to discuss a potential donation to the AUD. The Committee discussed potential for concessions improvements in the kitchen area (e.g., oven/stove). Burnie Allen will follow up.

Jon Valsangiacomo made a motion to adjourn the Committee Meeting at 9:30AM, and the Committee concurred.