1. Meeting called to order at 6:50 P.M. by Chair Chuck DeCoste

2. Members Present: Cindy Napoli, George Sanders, Marjorie Payne, Mark Rambacher, Allen McCrae, Kathleen Nollet. Quorum present.
   Members Absent: Judy Grande, Matthew Hunt, Michael Crory, Richard Crowley
   Staff Present: Anthony Ansaldi, Steve Venuti, Alicia Day

3. Pledge to the flag followed by a moment of silence in the memory of John McCain.

4. Vice-Chair Selection: Kathleen Nollet nominated and Marge Payne seconded Cindy Napoli for the Vice-Chair position. The motion was unanimously approved.

5. RFQ (Request For Qualifications) discussion: Cindy Napoli and Mark Ramacher met to prepare the RFQ utilizing the Reuben Hoar Library RFQ as a reference. Once completed, Town Counsel reviewed it. The amount involved was changed from $15,000.00 to ‘not to exceed $25,000.00’. The completed RFQ can be found online in the Selectmen’s packet for their 8/13/18 meeting. September 18th is the deadline for proposal submission. An Evaluation Committee will need to be established to do interviews and identify the top 3 finalists to be recommended to the BOS. The following plan was developed to organize the group’s work to accomplish our desired outcome in a timely manner:
   A. 9/12/18: Town Building & Space Group will determine the membership of the Evaluation Committee. NOTE: Anthony will be out of the office the week of September 24. He will organize the list of proposals and get that information out by Sept. 21st; hard copies will be available in the BOS office if an individual prefers that over electronic access.
   B. 9/26/18: Town Building & Space Group will receive up-date from the Evaluation Committee.

6. Brainstorming re: additional short term and long term solutions to our space shortage. The following short term thoughts were discussed:
   A. Continued work needs to be done re: better utilization of Room 103. The COA will be using the space for Podiatry visits, but additional free times are available,
   B. Electronic storage of documents – Cindy Napoli will do more exploration of this.
   C. Who could possibly leave Shattuck Street for a different town location perhaps nearer the Highway and LELD & LWD? Anthony & Chuck will collaborate with those who possibly could be involved. Can the TV Studio be moved?
   D. The PRCE Long Lake possible building: A Perc test will be done Sept. 14th which will
determine future possibilities. In actuality, 1.2 million dollar 2 story building is actually a 5 year possible short term solution at low cost if comparing to a 30 + million price tag for three new structures behind the current Shattuck St. Town Office Building. **KEEP THINKING- nothing is off the table!**

7. Anything on the TM Warrant: The $25,000.00 for the RFQ is already appropriated.

8. Approve Minutes: The minutes of July 25th, 2018 were unanimously approved.

9. Public Input: None.

   Next meeting: September 12, 2018 @ 6:30 PM

Meeting adjourned @ 8:35 P.M.

Respectfully Submitted by Marjorie Payne