TOWN BUILDING & SPACE NEEDS ANALYSIS WORKING GROUP MINUTES
WEDNESDAY, JUNE 13, 2018
TOWN OFFICES (ROOM 103)
37 SHATTUCK ST. LITTLETON, MA 01460

Working Group’s Charge: “work collaboratively to establish a plan to recommend a long term and short term plan to address the town office space needs.”

1. Meeting called to order at 6:37 P.M. by Chair Chuck DeCoste

2. Members Present: Cindy Napoli, George Sanders, Marjorie Payne, Mark Rambacher, Matthew Hunt, Judy Grande, Allen McRae (Quorum present).

   Staff Present: Anthony Ansaldi, Steve Venuti, Liz Tretiak

3. The members were introduced to Richard Crowley who will be replacing Steve Moore, but who still needs to be sworn in.

4. Members agreed to change the time of the meetings from 7:00 PM to 6:30 PM.

5. PRCE Bath House update: There will be a meeting of the Highway Dept. to get the process going with the Board of Health for a perc test.

5. Shattuck Street “Campus”: Mike Fontenella from the School Dept. did a presentation on projected school enrollment which is expected to decline somewhat. Chris Stoddard met with Green International Affiliates, Inc.; Chris did an aerial view of what a projected Shattuck St. campus might look like and Anthony presented that for viewing. Discussion ensued re: question if the Lieb Report proposed space for PRCE & EHS was adequate; Richard Crowley recommended the best process to proceed to obtain a cost estimate of a Shattuck Street campus is go to OPM (Owners Project Manager) first and they will help the Town pick an architect etc. The Building & Space Needs group has $200,000.00 available to help us complete our “charge.” Richard offered to draft a scope of work to help us come to a conclusion regarding a campus study and will give this to Anthony. A motion to hire an OPM for the Shattuck Street Campus proposal was made and seconded; the motion was unanimously approved.

6. Leasing Space and Brainstorming: It was suggested perhaps we can benefit from temporarily using free space at the new Fire Station; there is money at the State level to have low income housing developed and perhaps we should explore this regarding Shattuck Street and senior housing; the Chair requested we bring ALL and ANY ideas regarding space in Town Hall to our next meeting.

7. Minutes of May 23, 2018 were unanimously approved with 1 correction: PRCE Bath House project has been withdrawn from ATM and NOT Town Meeting Agenda.

9. Next meeting: June 27, 2018

Meeting adjourned @ 8:27 P.M.

Respectfully Submitted by Marjorie Payne