



**Convene meeting:** Committee members Fred Thumm, Peter Carbee, Lee Cattaneo, Jon Jewett, Jack Mitchell. Bill Powell and Jay Labare was also present. Staff present: Cathleen Gent and Brenna Toman taking notes.

1. **Revisions to Agenda:** None.
2. **June Meeting Minutes:** Lee Cattaneo made a motion to approve the June meeting minutes. Peter Carbee seconded the motion. The motion passed unanimously.
3. **Facility Committee Member Roles and Functions:** Staff recommended changes to the committee job description to include a process for directing media inquiries to staff, guidelines for committee member recusal, and a reference to the host town veto. Committee members pointed out that individuals and towns have nothing to gain by siting the facility in their member towns, and that recusal may not be necessary. There was consensus that members should disclose any conflicts of interest instead of recusing themselves. Staff will investigate whether any of these provisions affect the charter. *Motion by Peter Carbee to add language regarding media inquiries, disclosing potential conflicts of interest, and the host town veto to the Ad Hoc Facilities Committee Job Description. Jon Jewett seconded and the motion passed unanimously. Jack Mitchell seconded the motion. The motion passed unanimously.*
4. **Owner Project Management Update and Introductions:** Staff reported that the EB previously approved hiring Jay Labare of Apex Consulting as owner project manager for the facility project. There was discussion about the role of Labare regarding site assessments and other activities. Lee Cattaneo stressed the need to hire a licensed engineer to complete a detailed analysis of potential sites during the purchase process.
5. **Budget Update:** Staff reported that the EB approved adding Owner Project Management Services as a line item to the Facility budget. There was discussion about grant potential to raise additional funds for the project.
6. **Properties:**
  - a) **Turnkey Proposal:** There was consensus that the proposal by the Connor Brothers LLC was not a good fit for the project due to a number of factors. *Jack Mitchell made a motion to not pursue the proposed turnkey project as proposed. Lee Cattaneo seconded the motion. The motion passed unanimously.*
  - b) **Other Sites in Consideration:** Staff reviewed the other sites in consideration. There was consensus that staff should continue to learn more about each potential site and review all other possible leads with the goal of moving forward with a site choice by the end of September.
7. **Meeting Schedule:** The Committee will meet on the 4<sup>th</sup> Thursday of the month or as needed. The next scheduled meeting is Thursday, September 24<sup>th</sup>.
8. **Adjournment:** The meeting was adjourned at 7:16pm.

Respectfully submitted by Brenna Toman