

# **N.S. PUBLIC FACILITIES ADVISORY TASK FORCE (PFATF) MINUTES**

**THURSDAY JULY 25, 2013, 6:00 PM**

**Primrose Fire Station**

**The meeting was called to order at 6:00 pm by Acting Chair John Flaherty.**

**ROLL CALL: Present were Town Administrator Paulette Hamilton, Mike Clifford, John Flaherty, Marc Gagnon, Art Bassett, Scott Gibbs, Jeff Harris, Michael Johnson, Ken Thompson, and Brian Vanhouwe**

## **NEW BUSINESS:**

**Mr. Flaherty pointed out the typographical error on the agenda – there are two “item D’s” and two “item E’s”.**

### **Organization and election of officers**

**Mr. Flaherty once again recommended that election of officers be put off until the next meeting until more people were present. He offered to chair this first meeting in the absence of a permanent chair. He also asked people to consider stepping up for the role of secretary at the next meeting.**

### **Review of any new data regarding facilities/ properties**

**There were no reports on the status of plans or proposals for any properties. Mr. Gagnon indicated that he will speak with Parks & Rec.**

**Director Pendergast to determine if there remains any interest in a past proposal for enhancing Pacheco Park (in addition to the planned trail system being installed late summer/fall, 2013). Mr. Flaherty indicated he will attempt to meet with committee member William Connell (who wasn't able to attend this evening) to discuss the assembly of all completed studies, analyses and proposals, past and current, for all school facilities, including Kendall-Dean.**

### **Review of process for collecting, evaluating facility data**

**A spreadsheet of building data provided by the town planner was reviewed. It was reportedly produced from the tax assessor's database and included basic information such as year built, square footage, lot acreage, etc. It was noted that there appear to be some discrepancies with data that appears in the town's comprehensive plan. A list of additional information was discussed that would be useful in evaluating highest and best use. Mr. Flaherty explained that he would combine all the relevant data fields into a single form so that task force members could begin the process of interviewing facility occupants to collect this data.**

### **Assignment of facility research, data collection**

**The following assignments for data collection were made based on members' background and affiliation with various facilities, parks, etc.**

**Memorial Town Hall - Bob Ericson**

**Kendall-Dean School - Bill Connell**  
**Bushee School - Bob Ericson / PD**  
**Scouters Hall - Marc Gagnon**  
**St. Paul Street Fire Station - Brian Vanhouwe**  
**Primrose Fire Station - Brian Vanhouwe**  
**Little Red Schoolhouse - Jeff Harris**  
**Pacheco Park - Marc Gagnon**  
**The Meadows Recreation Complex - Marc Gagnon**  
**N.S. Public Library - Ken Thompson**  
**Halliwell School - Bill Connell**  
**N.S. High School - Bill Connell**  
**N.S. Middle School - Bill Connell**  
**N.S. Elementary School - Bill Connell**  
**Andrews School - Bill Connell**

**Next steps, meeting dates**

**Thursday, August 22, 2013 (6:00 PM) at Primrose Fire Station**

**Motion was made (Ms. Hamilton) and seconded (Art Bassett) to adjourn the meeting at 7:00 PM.**

**Minutes respectfully submitted,**

**John Flaherty**