

**TOWN OFFICE COMMITTEE  
MEETING MINUTES  
JULY 25, 2005**

Present: Steve Pro, Rick Carrier, Lester Fairbanks, Shirley Philbrick, Deb Hogancamp, Neil Jenness and Ingrid Moulton, Banwell Architect

Absent: Susan Lawson-Kelleher,

Minutes

Neil made a motion to approve the July 18<sup>th</sup> minutes, seconded by Deb. Motion approved.

Discussion

Ingrid began the discussion at 6:05 PM.

Ingrid handed out a draft executive summary. The committee reviewed the draft summary and made minor corrections. Ingrid will revise the draft summary.

The draft Needs Assessment Report was reviewed by the committee. Discussion on the need and content of a cover letter for the report ensued. Lester will draft a cover letter for the report, which will be presented to the Board of Selectmen.

The four options the committee has been working with was reviewed. Neil made a motion to recommend option B, the combined Town Office and Police Station option. Deb seconded the motion. The committee discussed the advantages/disadvantages of option B. The advantages of option B were:

- No municipal services would be disrupted during construction
- A new facility would allow for expandability.
- New facility would allow for a healthier work environment.
- New facility would be more environmentally friendly.
- New location would allow for improved traffic circulation.

The vote was unanimous to recommend option B.

Ingrid will send the final report by the end of July. Two copies of the report along with a CD-Rom copy will be sent to the Town Office.

The committee would like to present the report to the Board of Selectmen for their review. The Board of Selectmen would review the report and make recommendations to the Town Office Committee on the next step in the process. The Committee will be seeking the Board's recommendation on which option the Committee should pursue.

Adjournment: *Neil moved to adjourn at 7:25 PM. Shirley seconded the motion, which unanimously carried.*

Respectfully Submitted,

*Rick Carrier*