

Meeting Notes from *Fairbank Study Committee*

Date: **September 4, 2013**

Location: DPW Building

Task Force Members in Attendance	Others in Attendance
Bob Haarde (Sudbury Board of Selectmen) Bob Armour (SPS School Committee) Jim Kelly (Sudbury Facilities Director, PBC Subgroup Member) Jack Ryan (Sudbury Council on Aging, PBC Subgroup Member) Dick Williamson (Park & Recreation, PBC Subgroup Member) Sarah Troiano (at large, PBC Subgroup member) Rick Johnson (at large) Greg George (at large)	Chuck Woodard (Sudbury Board of Selectmen) Dave Levington (resident)

Agenda / Discussion Items

- Status of RFQ and selection of architect/firm for feasibility study:
 - Four members of the subgroup working with the Permanent Building Committee (PBC) provided an update on RFQ process and status; shared the names of the three shortlisted design firms. The four members of the subgroup working with the PBC shared information and impressions of the shortlisted firms.
 - J. Kelly shared that a consistent opinion expressed by designers during the walk-throughs is that there is tremendous opportunity to build upon an already very vibrant community center.
 - All four agreed that we had very qualified designers to choose from.
 - Discussed next step in the process: face-to-face interviews on Tuesday, 9/10 at the Senior Center at 6:30pm. Noted that all Fairbank Study Committee members are invited to attend, but only the 4 members in the subgroup will be permitted to ask questions. Solicited input on questions the FB Study Committee would like the 4 subgroup members to ask:
 - Recognizing how important the Market Analysis is, gain an understanding of the time allocation for this step.
 - Develop an understanding of the receptivity of the firms to the possibility of a tear down as one of the conceptual designs.
- Further work of Task Force during feasibility study:
 - Discussed and reiterated the role of the PBC and the role of the FB Study Committee in the process: PBC is the decision making authority, but is open to and interested in the feedback and input of the FB Study Committee.
 - Discussed and agreed that the FB Study Committee role in the feasibility study process is largely focused on the following:
 1. Conveying the broader “vision” for a multigenerational community center

- Group discussed value in having a separate meeting with the design firm to do this
 - 2. Ensuring a wide range of citizen input is obtained during the Needs Assessment phase of the study; maintaining commitment to broad citizen participation and transparency.
 - Discussed the idea of using Survey Monkey to conduct a town wide survey
 - Mapped out an ideal meeting schedule for the broader FB Study Committee with the designer: 1) initial needs assessment meeting, 2) a check point meeting in October, and 3) an end point meeting at study conclusion.
- Discussion and vote on reorganization of Task Force
 - Motions were made and supported to change the Chair and Vice Chair positions.
 - Decisions outlined below.
- Discussed the state of the Fairbank Roof:
 - J. Kelly shared that the planned infrared scans had taken place in the spring, that no immediate danger areas were identified, but that there was some wet insulation identified.
 - Discussed what, if any, interim repairs made sense acknowledging the \$50K allocated at Town Meeting specifically for such interim repairs. This will be followed up on at next meeting.
- Shared possible meeting dates, but no next meeting was set.

Decisions / Follow-up Items

- Meeting called to order at approximately 7:35PM
- Dave Levington will reach out to the Cultural Committee for input on community center needs
- Sarah Troiano will reach out to the Sudbury Family Network for input on community center needs
- Motions made to name Jack Ryan as Chair of the Committee; vote 6 for, 1 abstain, 0 against
- Motions made to name Dick Williamson as Vice Chair of the Committee; vote 6 for, 1 abstain, 0 against
- Decided Sarah Troiano would continue in Clerk role for the Committee
- Decided that J. Kelly would report on the specific next steps for the roof at our next meeting
- Motion to adjourn approved approximately 9:10PM.