

## Meeting Notes from *Fairbank Community Center Task Force*

Date: **May 22, 2013**

Location: DPW Building

<b>Task Force Members in Attendance</b>	<b>Others in Attendance</b>
Bob Armour (SPS School Committee) Jim Kelly (Sudbury Facilities Director) Jack Ryan (Sudbury Council on Aging) Dick Williamson (Park & Recreation) Sarah Troiano (at large) Greg George (at large)	none

### **Agenda / Discussion Items**

- Reviewed status of private funding including goal to firm up commitment by 5/30:
  - Friends of Seniors – participation is expected given participation of other stakeholders
  - Friends of Park & Recreation – participation is expected via a coalition of stakeholders they have lined up
- Reviewed status of Sudbury Foundation grant request. Specifically discussed task force follow-up to the foundation's questions and request for additional information by 5/31. Will provide foundation with draft RFP, final numbers of town funding, greater insight into private funding level, and clarification on the role of the Permanent Building Committee (PBC) in the feasibility study implementation.
- Received update on PBC role in the feasibility study. PBC will have the ultimate authority to conduct and oversee the feasibility study. Members of the task force will also have a role and ideas on the process and procedures of how the PBC and task force will work together were brainstormed.
- Discussed the status of the Fairbank Community Center Task Force, the need to set a realistic end date for the task force and the benefits of continuity in the task force while the feasibility study is being completed in order to best inform an ultimate recommendation on the Fairbank roof.
- Discussed the importance of communicating openly with the public throughout the process in the interest of promoting transparency, enabling public participation, and building support.

### **Decisions / Follow-up Items**

- Meeting called to order at approximately 7:35PM
- Jim and Jack to meet with PBC to further define the working relationship between the PBC and task force including identifying specific processes and procedures.
- Jack to connect with BOS to get Task Force extended beyond 5/31/13.
- Jack to connect with private funding sources seeking firm commitment by 5/30.
- Bob A. to provide Sudbury Foundation requested information by 5/31.
- Next meeting set for June 18 at 7:30pm.

- Motion to approve 4/29 minutes made by Bob A with second from Jim K. Approved 6-0 by all attending.
- Motion to adjourn approved approximately 8:30PM.