

**BOARD OF SELECTMEN**  
**Working Session**  
**Town Hall Conference Room**  
**Minutes of February 20, 2013**

Chairman Eldon Goodhue called the meeting to order at 2:00PM. Board members present in addition to Chairman Goodhue, were Martha Morrison, Dick Gandt, Laura Powers (arrived at 2:15) and Ken Vogel. Of the Selectmen's staff, Town Administrator Virginia Wilder and Board Secretary Donna Rich were in attendance. Other persons present during all or part of the meeting were Drummey Rosane Anderson, Inc. architect Ken Best, President Chris Caligari and Tim Farrell of CostPro, Inc, Procurement Officer Roberta Knight, Building Facilities Subcommittee members Highway Superintendent Dave Bond, and Elementary Facility Superintendent Steve Clifford.

Town Building Assessment Study and Capital Master Plan: Mr. Ken Best provided a visual presentation of the facilities report that was performed by Drummey Rosane Anderson, Inc. (DRA), dated February 2013. Ken described the architectural assessment for the Town Hall, Police Department, Fire Department, Park & Cemetery buildings, DPW facility and the Steward & Proctor Elementary Schools. It was explained that for each building improvements were prioritized into categories: current critical, potentially critical, necessary, recommended and grandfathered. CostPro, Inc. Chris Caligari spoke about the costs quoted in the reports. Ken suggested the Board focus their review on the items listed as life safety and health issues as a possible beginning point. Chairman Goodhue thanked Mr. Best for his report and suggested that the Board digest the information for discussion at a future meeting.

At 3:02 PM Chairman Goodhue called the meeting adjourned.

Respectfully submitted,

Donna Rich, Secretary  
Selectmen's Office

Per the Open Meeting Law, the documents that were either distributed to the BOS before the meeting in a packet, or at the meeting were:

1. Agenda
2. Town Building Assessment Study and Capital Master Plan for the Town dated February 2013 booklet
3. Two charts displaying recommended improvements to each building by year.

*Approved as written at the April 1, 2013 Board of Selectmen's meeting.*

Pursuant to the 'Open Meeting Law,' G.L. 39, § 23B, the approval of these minutes by the Board constitutes a certification of the date, time and place of the meeting, the members present and absent, and the actions taken at the meeting. Any other description of statements made by any person, or the summary of the discussion of any matter, is included for the purpose of context only, and no certification, express or implied, is made by the Board as to the completeness or accuracy of such statements.
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