Academy Community Center Building Committee  
Monday, November 14, 2022, 5:30 p.m.  
Zoom Only  
Meeting Minutes

Chair Joe Ballantine called the special meeting to order at 5:30 p.m.

Members Present: Joe Ballantine, David Speerli, Eileen Davis, Joan Walker, Anne Kelley, and AJ Miller.

Others Present: Marc Sklenka (Colliers), Al Goldberg (BOS Liaison), Erin Mannix (Town Planner), Bill McMinn (Facilities Director), Austin Hall (Beach and Recreation Director), Scott Cochran (Youth and Family Services Director)

1. Public Comment.
   None.

2. Approval of Minutes:
   a. November 7, 2022
      MOTION BY Joan Walker and seconded by Anne Kelley to approve the November 7, 2022 minutes as presented
      VOTE: this motion passed unanimously.

3. Liaison/Committee Members Remarks.
   B. McMinn updated the Committee on progress with security at Academy; signage went up this week, additional lighting and cameras are still in the works. The Committee discussed removal of other items in the building and agreed to discuss further/approve a plan in January.

   The Owners Project Manager contract was approved by the Board of Selectmen on November 8th.

4. Discuss Academy space needs/program activities with Austin Hall, Beach & Recreation Director.
   Austin Hall, Beach and Recreation Director, was present to discuss the role of his department in the Academy building, which will include; overseeing all programming/rentals in the building, handling day-to-day operations, distributing information to groups, staffing the building appropriately, and scheduling programming in the building that the community wants to see. A. Hall noted the importance of not losing any outdoor athletic field space and felt it was important for Beach and Rec offices to be on the main floor near the doors to help support visitors. The Committee discussed lack of parking and ways to address it, how to monitor who is entering the building, how many doors will be locked/unlocked, security needs, current Beach and Rec spacing locations and how the Surf Club location will be affected. A. Hall reiterated he is looking for 900 square
feet as close as possible to the main entrance. The Committee thanked Mr. Hall for attending.

The Academy Community Center Advisory Committee is in the process of creating a survey to solicit information from the public on what types of programming they want to see in the building. This information will help the Advisory Committee determine room layouts etc., and make their recommendation to this Committee. The surveys are due January 12th.

The Committee will hear from Scott Cochran, Director of Youth and Family Services, at the November 28th meeting.

5. Discuss and Approve Request for Qualification/Proposal for Architectural and Engineering Services.
M. Sklenka reviewed the changes made at the last meeting. The Committee members had a lengthy discussion and agreed on a one-step approach and timeline. The next step is to send to town counsel and risk.

**MOTION** by Eileen Davis to approve the Request for Qualification/Proposal for Architectural and Engineering Services as discussed and send to legal/CIRMA for review. **VOTE: this motion passed unanimously.**

6. Discuss and Approve 2023 Meeting Schedule.
The Committee is still in the process of reviewing options, it was requested they approve a schedule at the first meeting in December.

7. Public Comment.
None.

8. Adjourn.
There being no objection, the Committee adjourned at 7:22 p.m.
Respectfully submitted,
Jaclyn Lehet