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, Joe Paradiso, and AJ Miller.

Others Present: Marc Sklenka (Colliers), Al Goldberg (BOS Liaison), Erin Mannix (Town Planner), Scott Cochran (Youth and Family Services Director)

1. **Public Comment.**
   David Buller: spoke as a member of the Youth and Family Services Board about past/current spacing needs issues for the department and the importance of their work.

2. **Approval of Minutes:**
      
      **MOTION** by Joan Walker and seconded by Eileen Davis to approve the November 14, 2022 minutes as presented
      
      **VOTE:** this motion passed unanimously.

      **MOTION** by Joan Walker and seconded by Eileen Davis to move up item #6 to item #3.
      
      **VOTE:** this motion passed unanimously.

3. **Discuss and Approve 2023 Meeting Schedule.**
   
   **MOTION BY** Joan Walker and seconded by Anne Kelley to approve the 2023 Meeting Schedule as presented
   
   Discussion: it was noted that the week of April 10th is school vacation.
   
   **VOTE:** this motion passed unanimously.

4. **Discuss Academy space needs/program activities with Scott Cochran, Youth and Family Services Director.**
   
   Scott Cochran, Youth and Family Services Director, was present to discuss his departments space needs in the Academy building. S. Cochran presented to the Committee the services his department provides to the community and explained that spacing needs has been an issue identified for many years within his department. Currently, YFS has offices that are spread between two buildings including their main building at 10 School St. plus Memorial Town Hall (MTH). YFS currently has no larger meeting spaces, and needs to make use of smaller and less ideal spaces within the present building or more often to seek spaces in other Town facilities, this greatly effects the counseling and clinical services provided by the department. S. Cochran noted the department would like their own access to the building, locked and controlled by staff and also felt it is not appropriate to have services in the basement or separated.
The Committee discussed the following: an architect may come in and see spacing differently, programs/services increasing, can meeting space be shared, sound proofing. S. Cochran noted the department is still seeing an increase in clients, expects to level out eventually, the department will consider allowing others usage of certain areas but not clinical areas and it is critical YFS is in charge of the space/gets priority.

J. Walker explained she was on the YFS Board and expressed her personal opinion of the importance of the work being done, especially reviewing the charts of youth seeking services.

5. **Liaison/Committee Members Remarks.**
   E. Mannix, Town Planner: did not have an update on the underground tanks, will look into this.

   M. Sklenka, Colliers: received comments on the Architect RFP from legal, just waiting on risk. Goal is to have published by Wednesday, November 30th.

   B. McMinn, Facilities Director: new signage has been posted at the building. Lights/cameras are in the process of being installed and should be completed soon.

   **MOTION by** Joan Walker and seconded by Eileen Davis to open the agenda to allow for follow-up discussion
   **VOTE: this motion passed unanimously.**

   **MOTION by** Joan Walker and seconded by Eileen Davis to authorize the Facilities Director to not exceed $10,000 for exterior lighting and camera installed at Academy Building.
   **VOTE: this motion passed unanimously.**

6. **Discuss Academy Community Center Advisory Committee Survey.**
   J. Ballantine stated the survey is now live and is provoking good conversations online. To recap, the survey is intended to collect community feedback on potential uses for the Academy facility that will satisfy needs that are currently unmet or underserved by existing town facilities and services. The survey will close on January 13, 2023.

7. **Public Comment.**
   Bill Stableford and John Lamirande (Academy Advisory Committee members): spoke about survey and noted their Committee is in the process of inviting activity groups to their meetings in future. They hope to have the preliminary data analysis completed and shared on January 13th, town staff will have access prior to the public. So far, they have received 650 responses.

   The members discussed the possibility of holding a joint meeting on Tuesday, December 27th.
8. Adjourn.
There being no objection, the Committee adjourned at 7:01 p.m.
Respectfully submitted,
Jaclyn Lehet