

T. C. BUILDING DESIGN COMMITTEE

Meeting Minutes Wednesday, October 16, 2019

Attendance:

- a. Members Present: Mr. Damon McQuaid, Mr. Brian Lehtinen, Mr. David Passios, Mr. Tanner Cole, Mr. Greg Roy.
- b. Members Absent: Mr. Michael Mackin, Mr. David Blatt

1. Call to Order - The meeting was called to order by Ms. Kathy Herrick, Town Clerk @ 6:00 PM after having sworn in all members present.
2. Organization of Committee:
 - a. Mr. Passios made a motion to nominate Mr. Greg Roy to serve as Chair. The motion was seconded, and the motion carried 5-0.
 - b. Mr. Passios made a motion to nominate Mr. David Blatt as Vice-Chair. The motion was seconded, and the motion carried 5-0.
 - c. Mr. Passios made a motion to nominate Mr. Michael Mackin as Clerk. The motion was seconded, and the motion carried 5-0.
3. Meeting schedule:
 - a. The committee discussed the current meeting schedule for in town meetings.
 - b. It was decided that the 2nd & 4th Wednesday of the month seemed to be available to the members of the committee. Meetings will be held at 6pm.
 - c. Upcoming meetings: October 26, November 13, November 27
 - d. Mr. Roy stated that he will circulate a draft agenda so that members can review and add items prior to the meeting notice being published.
4. General Discussion:
 - a. The committee discussed reaching out to PAC so that meetings can be recorded. Mr. McQuaid will reach out to PAC to request coverage.
 - b. Mr. Passios requested that we clarify the charge of the Committee.
 - c. The Committee discussed the need to review procurement procedures with Ms. Heather Lemieux. Mr. Roy will reach out to Ms. Lemieux to ask if she can come to the next meeting to review procedures with the committee.
5. Meeting Adjourned @ 6:18.