

## **Middletown Springs Building Committee**

### **APPROVED MINUTES**

**April 4<sup>th</sup> 2018**

Called to order 7:05pm

**Members present:** M. Beatty, D. Munyak, P. Kenyon(Chair), K. Hier, F. Bradley, D. Wright, T. Hurcomb

**Members absent:** K. Mathewson(LOA), R. Chestnut-Tangerman, M. McCormack

#### **Minutes of last regular meeting-**

Minutes of Jan 18. Accepted as presented. Motion by D. Munyak second T. Hurcomb

**Public comments-** none

#### **Project Charter(s)**

The idea of drafting project charters came from a discussion around needing to have subject matter experts in to advise the fundraising committee specifically and that organizing our work in a charter might be a more efficient way to approach people with specific questions about specific things.

The committee discussed the draft project charter that P. Kenyon prepared and how we might use that format to organize the various parts of the building and fundraising project.

The committee discussed what potential project charters would need to be drafted (fundraising, marketing, estimate review). The management team will meet to draft the suggested charters, so we can have a more comprehensive discussion about them next time.

#### **Building and Site Design-**

The estimate will be reviewed for accuracy before the next meeting by the estimate review sub-committee (M. Beattie, D.Munyak)

#### **Fire Safety Consultant Update-**

M. Beattie shared an update from his conversations with Fran Robillard regarding changes in the code and what that means for the proposed building and what counts as an emergency exit and potential requirements for sprinklers. It looks like the building may need to apply for a variance in order to avoid installing sprinklers. M. Beattie will try to get more information about the Department of Fire Safety interpretation of the code.

#### **Public Relations-**

The BC is due to update the community via Front Porch Forum about the work we have been doing these last several months and the info received from the estimators. The BC will work with the Select Board to gather the financial details to share.

**Move to adjourn** 8:35pm by F. Bradley, second by K Hier.

**Next Meeting:** Thursday April 19th 7pm Library