

Town Hall Feasibility Committee  
Thursday, August 23, 2023  
6:49 p.m.

TOWN OF AYER  
2023 SEP 28 A 8:13  
TOWN CLERK

**In Attendance:**

Jennifer Baker, Chair  
Matthew Doucet  
Patricia Bessette  
Edward Mekjian

**Guests:**

Jonathan Beder, Town Administrator  
Frank Staffier, Town Moderator  
Jane Carthas, Council on Aging Director

**Absent:**

Shannon Sabree  
Chuck Comeau, Vice Chair

The committee walked through the two buildings. Jane Carthas, COA Director gave the tour of the COA. Patricia Bessette and JB lead the tour through the other offices.

Chair Baker opened the meeting at 6:49pm.

Tabled approving the minutes until the next meeting. Lack of quorum present from the August 17, 2023 meeting to approve.

Old Business: Discussed the need to have a clerk take the minutes going forward. JB will work on this. The committee agreed that going forward meeting will be held in person. When necessary to share information with the public will offer a zoom link. It is important to all to be transparent through this process.

New Business: Regretfully Michael Sandy must step off the committee for the time being due to a work commitment overseas. Mr. Staffier will advertise the need for one more member.

The committee discussed the walk through of the building. It was eye opening to members. There is a lot of information that the committee needs to further discussions.

A motion was made by M. Doucet, seconded by P. Bessette to have an environmental analysis and code compliance completed. Motion carried.

A motion was made by J. Baker, seconded by M. Doucet to have an appraisal of the town hall buildings. Motion carried.

JB provided the committee with the towns Debt schedule.

JB will reach out to the department heads to get input on the growing needs of each department and any program-based activities that may impact the needs of a space in a building. JB will ask department heads for a one to five-year projection on the growth of their departments and to provide an update on the questionnaires that were completed in 2021. JB will reach out to DBVW architects about revamping the study to help us advance the project. JB will send out the Gale Study (done around 1991?) information that pertained to the town hall buildings to the committee.

Utility costs were shared on the current two buildings.

Next meeting will be Wednesday, September 27<sup>th</sup> at 7pm.

A motion was made and seconded to adjourn the meeting at 7:36 pm. Motion Carried.