

Town Office Committee
Minutes: 5/17/21 meeting via Zoom

Attending by zoom: Mary Linehan, Art Hanchett, Bill Risso, Morgan Smith and Rebecca Seibel

Meeting opened at 6:05 pm

Motion passed to appoint Mary Linehan as Committee Chair.

Mary guided the committee through the “Timeline” tasks and talked about how we will work as a group to build to a consensus agreement to recommend to the Selectboard.

Lisa (Town Clerk) has set up a google file for all information we collect and share. All information should be shared, and transparent, so everyone can read what we put in writing.

Going over the timeline, tasks were decided for committee members to take the lead on:

- Requirements for the Town Office (working with Town Clerk & Selectboard): Mary
- Identify possible sites: Rebecca, Beth and Morgan. Will include gathering info from Town Clerk and completing site matrix.
- Develop strategy for community engagement: Art. Will propose various meetings and interviews, and prepare presentation materials
- Conduct community Meetings: All
- Conduct rapid site analysis: Bill will develop site evaluation criteria in coordination with the committee and a site evaluation mechanism.
- All information will be brought to the Committee to decide on best option to recommend to Selectboard.

Next meeting: Tuesday, June 1, 2021, 6pm --- in person! Location TBD.

Meeting adjourned at 6:45 pm

Submitted by Rebecca Seibel, Recording Clerk