

SPECIAL MEETING DRAFT MINUTES

Members Present: Bill Briggs, John Fratiello, David Litrico, Toni Moran, Paul Shapiro

Staff Present: John Carrington, Interim Town Manager; Kelly Lyman, Superintendent of Schools; Sheri Baczanski, Public Works Specialist; Allen Corson, Director of Facilities Management; Derek Dilaj, Acting Director of Public Works; Alicia Ducharme, Budget Analyst; Catherine Pomerleau, Facilities Administrative Assistant; Cherie Trahan, Director of Finance; Bill Trietch, Deputy Director of Facilities Management

Guests: Paul Jorgensen, Associate & Architect, Silver Petrucelli

1. CALL TO ORDER:
Meeting called to order at 2:00PM by Paul Shapiro
2. APPROVAL OF JUNE 23, 2020 MINUTES:
Ms. Moran **moved** to approve the **amended** minutes of the June 30, 2020 meeting. Mr. Briggs seconded the motion.

The motion **passed** unanimously.
3. APPROVAL OF SILVER PETRUCELLI INVOICE #20-1462:
Mr. Litrico **moved** to approve Silver Petrucelli invoice number 20-1462 dated June 1, 2020. Mr. Briggs seconded the motion.

The motion **passed** unanimously.
4. DISCUSSION OF DEBT SERVICE / BONDING COSTS:
Ms. Trahan spoke to the Committee about the debt service / bonding costs breakdown. She informed the Committee that this project will follow the funding structure of the Region 19 roof replacement project. She also stated that we will have the final bond number when the project is near completion. The Committee discussed which information on the bond details and debt service spreadsheet will need to be shared with the Council to set the referendum question.
5. PREPARATION FOR JULY 27, 2020 TOWN COUNCIL MEETING:
The Committee discussed which information and reports will need to be included in the presentation to the Town Council on July 27, 2020. They also discussed who will need to be in attendance at the virtual meeting. The consensus was to invite the entire Committee to the meeting.
6. ADJORNMENT:
Ms. Moran **moved** to adjourn the meeting at 2:50PM. Mr. Briggs seconded the motion.

The motion **passed** unanimously

Respectfully Submitted,

Tasha N. Smith
Executive Assistant, Town Manager's Office