



**TOWN OF NORTHBOROUGH  
63 MAIN STREET  
NORTHBOROUGH, MA 01532**

**Town Offices Feasibility Study Committee**

**MEETING MINUTES**

January 10, 2024

6:30 p.m.

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Present:

Aaron Hutchins, Scott Charpentier DPW Director, Shawn Thompson Facilities Manager, Dario DiMare, Kristen Wixted, Ashley Davies, Judy Boyle, Linda Brenkle, Bill Pierce, Diane Wackell Asst. Town Administrator, Tim McInerney Town Administrator

Meeting started at 6:33

Bill Pierce read the remote meeting introduction.

Bill Pierce conducted roll call. All present.

Motion to accept 11/27 minutes from last meeting by Kristen Wixted. 2<sup>nd</sup> by Dario DiMare. Aaron Hutchins abstained.

Motion approved.

Public Comment:

None.

Contract status and next steps:

Scott Charpentier and Shawn Thompson presenting. Signature process proceeding. Reports ICON has been good to work with thus far. Trying to keep on schedule for April town meeting. Doing staff interviews this week. Looking to schedule this committee's next meeting for the week of January 22<sup>nd</sup> and beginning to mid-February.

Dario DiMare comments: Can we see work done to date? This is the most important phase. Want to get the players they promised.

Ashley Davies comment: Can we get next meeting dates scheduled right now?

Bill Pierce comment: Is Tim McInerney available for future meetings?

Aaron Hutchins comment: Does the town have a special town meeting in March?

Bill Pierce comment: Do we need to be in-person?

Scott Charpentier recommends remote meetings continue.

1/24 @ 6:30PM via Zoom.

2/7 @ 6:30PM. Placeholder pending ICON's feedback.



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2/21 @ 6:30PM. Placeholder pending ICON's feedback. Ashley Davies will be traveling.

Dario DiMare comment: Will we build space that isn't being utilized? Concerned that architect will simply give what is requested without verifying the efficiency of space use.

Shawn Thompson comment: ICON will ensure space is maximized.

Bill Pierce: Town employees/administrative offices will double check everything.

Scott Charpentier: Has prior space studies experience. Assures that there will be plenty of internal vetting.

Tim McInerney: This committee is the check and balance on the process.

Kristen Wixted: Diane Wackell is an important piece. Hope she's able to sit with town administrator on any meetings regarding this.

Tim McInerney: Record retention, hybrid meetings, smart boards is where costs are going to be high. A robust tech space drives costs up.

Motion to adjourn at 7:10PM by Kristen Wixted 2<sup>nd</sup> by Dario DiMare.  
All votes in the affirmative.

Meeting ended at 7:09PM.