

Municipal Building Usage Ad-Hoc Committee
Special Meeting
Minutes
April 26, 2018

1. **Call to Order.** Meeting was called to order at 4:05pm.
2. **Roll call and introductions of members:** William H. Rose IV, Selectman; Roxanne St. Jean, Director Senior Center; Sandra Horning, Library Director; Bob Williamson, Captain Chaplin Volunteer Fire Department.

Members Absent: John Smith, Recreation Commission and Matthew Cunningham, First Selectman.

3. **Election of Officers.** Bill Rose made a **MOTION** to nominate Bob Williamson as Chairman; Roxanne St. Jean seconded the **MOTION**. All in favor. **MOTION** passed.

Sandra Horning made a **MOTION** to nominate Bill Rose as co-chair; Bob Williamson seconded the **MOTION**. All in favor. **MOTION** passed.

Bill Rose made a **MOTION** to nominate Sandra Horning as secretary; Roxanne St. Jean seconded the **MOTION**. All in favor. **MOTION** passed.

4. **Discuss goals and objectives of the Municipal Building Usage Ad-Hoc Committee.** The committee discussed the fire department, senior center community room and Garrison park rentals and made suggestions. The committee will consider the options discussed and will revisit the next meeting.

Also discussed was posting events to the Town calendar for easy access and a potential events coordinator position.

5. **Review Rules & Regulations and Application templates.** To be reviewed further at the next meeting.
6. **Discuss development of Town policies for each building/area of use.** To be reviewed further at the next meeting.
7. **Discuss and possible action for future meeting dates and times to be submitted to the Town clerk.** The committee agreed to meet the 3rd Thursday every month at 4pm
8. **Second Audience of Citizens.** None

9. Agenda suggestions for next meeting

- Discuss goals and objectives of the Municipal Building Usage Ad-Hoc Committee.
- Review Rules & Regulations and Application templates.
- Discuss development of Town policies for each building/area of use.
- Discuss and possible action for future meeting dates and times to be submitted to the Town clerk.
- Second Audience of Citizens.

10. Adjourn: Meeting adjourned at 6:00pm.