

# **Pepperell Building Committee**

## **Meeting Minutes**

March 5, 2020, 6 pm

As this is the initial meeting of this committee, Town Administrator Andrew MacLean hosted the meeting until a chairperson was selected. The meeting convened at 6:12 pm with a quorum of members present. These were Brian Borneman, Joseph LoBouno, Catherine Lundeen, Andrew MacLean, David Querze, and David Scott

Members David Stairs, Quinton Cutler, Taya Dixon, and Seth Bourgeois were not in attendance.

1. TA MacLean reviewed the Committee Charge (see attachment), Conflict of Interest/Ethics, and Open Meeting Law details with the members.
2. The TA then opened nominations for clerk. Brian Borneman nominated Catherine Lundeen for Clerk. David Querze seconded. There were no further nominations and by a vote of 6-0-0 Catherine Lundeen was confirmed.

Brian Borneman nominated Joseph LoBouno for Chairperson. David Querze seconded. There were no further nominations and by a vote of 6-0-0 Joseph LoBouno was confirmed.

3. The Chairmen then asked each of the attendees to introduce themselves and their backgrounds and solicited short-term agenda topics.
  - Police Chief David Scott discussed the challenges of the police department facility.
  - Fire Chief Brian Borneman discussed the challenges of the fire department facilities.
  - Chairman LoBouno suggested all members tour each facility before the next meeting.
  - Clerk Lundeen indicated a video of each facility was also available which documents the facility issues.
4. The group then considered dates for their next meeting and selected April 2, 2020, 6 pm
5. TA MacLean let the Chair and Clerk know that he would work with them on Agenda and Minute processes in advance of the next meeting.
6. Catherine Lundeen made a motion to adjourn, which was seconded by David Querze and by a 6-0-0 vote the meeting adjourned at 7:20 pm.

Approved: October 29, 2020

