

**PRESENT:** Select Board Members Margaret Scarsdale, Tony Beattie and Mark Mathews; Town Administrator, Andrew MacLean; Building Committee Members Chair Cathy Lundeen, Joe LoBuono, David Querze, Taya Dixon-Mullane, Fire Chief Brian Borneman, Police Chief David Scott, Patriot RECC Director David Stairs; Vertex Engineering Staff John Lemieux, Bryan Jarvis, Bryan Fors; Tecton Architects Jeff McElravy, Rebecca Hopkins  
Also attending, Deputy Chief Todd Blaine; John Guilfoyle Public Relations, Jordan Mayblum

The meeting was called to order at 1:00 PM.

**1. DISCUSSION / ACTION ITEMS**

**1.1 Introduction To Vertex Engineering and Tecton**

The meeting opened with a series of introductions. Town Administrator Andrew MacLean welcomed the attendees and introduced those in attendance, both live and remote. Chair of the Select Board, Margaret Scarsdale, also welcomed the companies, followed by Member Mark Mathews and Clerk Tony Beattie, who each expressed their excitement to get this project underway.

Principal of Tecton Architects, Jeff McElravy, introduced himself and shared his experience and philosophy. Lead Architect, Rebecca Hopkins introduced herself to the group, as well. Vertex Engineering's Executive Vice President, John Lemieux introduced himself and his team, Bryan Fors, Project Manager, and Bryan Jarvis, Project Director.

The meeting then shifted to program data collection. Tecton and Vertex asked a series of questions about reporting channels and responsible parties, scheduling, logistics etc.

When this was completed, Tecton then began gathering project requirements. Number of spaces of each type, approximate size, etc. for everything from parking spaces, to office, to garage bays, and specialty spaces.

**2. ADJOURNMENT**

The meeting adjourned at 2:42 PM.

Respectfully submitted,

Tracie Looney, Executive Assistant

**APPROVED:**

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Margaret Scarsdale, Chair

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Tony Beattie, Clerk

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Mark Mathews, Member

Approved: November 15, 2021