

**Campus Completion Subcommittee Meeting Minutes**  
**January 13, 2025**  
**8:30 am**

**Members Present:** Alexa Anderson, Tracey Marano, Brian Waterson, Laurie Hunter, Bob Conry

**I. Call to Order.** Dr. Hunter called the meeting to order at 8:35 am. The meeting was hybrid so a roll call was taken. Ms. Anderson present, Ms. Marano present and Mr. Waterson present.

**II. Elect a Chair.** First agenda items is to elect a chair. Dr. Hunter stated that she would accept nominations for chair of the committee. Ms. Marano nominated Mr. Waterson to be chair and it was seconded by Ms. Anderson. Dr. Hunter called the vote. Roll call vote was taken Ms. Anderson aye, Ms. Marano aye and Mr. Waterson aye.

**III. Public Comment.** Mr. Waterson brought forth the next agenda item public comment. There was no public comment.

**IV. Committee Charge.** The next agenda item was the committee charge. Mr. Waterson asked if anyone has put something together. Ms. Marano suggested either writing it together in the meeting or having a member write it and bring it to the next meeting. Ms. Anderson discussed the prior charges of the campus advisory committee and suggested that there may be a template. Dr. Hunter explained there have been three prior committees. Ms. Anderson suggested we review the prior charges. Ms. Marano stated that she will put together the prior documents and write a draft of the charge.

**V. Review Potential Funding Sources.** The committee reviewed potential funding sources. The Concord CPC meeting is Tuesday January 14th. Ms. Anderson and Ms. Viola will be attending the Concord CPC meeting. Mr. Waterson asked how quickly an application would be turned around if the CPC considers opening up their application. Ms. Anderson stated that she will write the grant for Concord. Ms. Marano stated that Carlisle is also coming up. Mr. Waterson will take the lead in writing the Carlisle application. He will utilize the long weekend. Ms. Anderson and Mr. Waterson will work on both grants. Ms. Marano will put any documents into the google drive folder. Dr. Hunter stated that the committee will need a signature.

**VI. Discussion**

**A. Review Options for Amenities Building.** There was some discussion of the needs of the community and community uses of the fields. Dr. Hunter will get updated community usage for the lower fields. Concord CPC has a warrant deadline also so they will have a quick turnaround.

Mr. Conry asked about how much we would be looking for in both towns. Ms. Anderson discussed that we had been thinking about \$500k for Concord. Mr. Waterson suggested the amounts should align with the regional assessment proportion. He stated that if for example the Concord ask is

\$750k the Carlisle ask should be \$250k. Ms. Anderson stated any warrant article would align with the assessment. Mr. Waterson agreed that this is the starting point. Dr. Hunter stated that this could also work in reverse, for example if Concord does not open the process Carlisle should still move forward. Ms. Marano stated that we would have to look at the proportion to both towns and we should be taking it off of each town's allocation. Mr. Conry and Dr. Hunter agree but they will need to look closer. Ms. Marano reviewed the ask of \$750k to Concord and \$250k to Carlisle and Mr. Waterson and Ms. Anderson agreed. Mr. Waterson spoke with the chair of Carlisle and this project would align with the Carlisle CPC.

Ms. Marano asked about field usage and Ms. Anderson stated that it is roughly 70 percent by the community and 30 percent by CCHS. Ms. Marano stated that this will be important to highlight in the application. Dr. Hunter stated that those numbers came out of the Doug White conversation and the professionals will work to split out the numbers. Mr. Waterson asked for additional information on funding sources. Ms. Anderson stated that municipal grants are for renovation only and not for new construction. She stated that Laurie Trahan does not do earmarks until the spring and her office generally has about a dozen earmarks. We will continue to talk to her aide and keep them informed of the project and keep communication open. Mr. Waterson stated the same with Senator Barret's office and we will continue to stay in touch. Ms. Marano discussed CC At Play would be a potential funding source.

Ms. Marano discussed the potential of a public private partnership with CC At Play. She asked for Mr. Conry to discuss his view on the partnership. Mr. Conry discussed a potential leasing structure and that we would need to consult with legal counsel. If permissible there would be a cost savings for prevailing wage. He suggested a field or track seems like less risk than a building project. Ms. Anderson stated it was always a goal to revive CC At Play for the track. Ms. Anderson discussed Ms. Viola's comments at the Fincom meeting that these are bathrooms and they are for people with mobility issues.

Ms. Marano discussed the level of engineering going into the building and is that the job of a volunteer or a professional in the district. She stated that this is more of a responsibility for both towns. She suggested that CC At Play could be revived for the track and we would take any donation for the track. Mr. Waterson stated that the public private partnership could delay the project a year. Ms. Marano stated that the accessibility piece is a huge issue and that is why we are doing this. She is glad that we have discussed this for 2 years as it has shed light on the project. Mr. Conry stated that we do have a donation account and we would be able to accept funds easily.

Ms. Marano reviewed that we will engage with CPC in both towns and we would be putting forth a warrant article. Mr. Waterson asked about warrant language. Dr. Hunter and Ms. Marano stated we do have warrant language from last year. Ms. Marano stated we are asking both towns for the commitment to accessibility. Dr. Hunter said that both towns are having financial challenges for capital projects.

Mr. Waterson asked about the timeline for the updated design. Mr. Conry stated that it would happen around March and that Gale would like a subcommittee for detailed design specs. Mr. Waterson as chair will represent the committee.

**VII. Action Items**

A. Vote to Approve Committee Charge. Mr. Waterson stated we will not have an action item as the charge has not been written.

**VIII. Scheduling.** He then moved to scheduling and suggested meeting weekly until the warrant closes. The next meeting will be on Tuesday January 21st at 8:30 am on zoom. Going forward we can play for 8:30 on Monday mornings.

**IX. Adjournment.** Ms. Anderson moved for adjournment and Ms. Marano seconded the motion. Roll call vote Ms. Anderson aye, Ms. Marano aye and Mr. Waterson aye, and the meeting adjourned at 9:15AM.

Approved: February 10, 2025