

**Campus Completion Subcommittee Meeting Minutes**  
**March 24, 2025**  
**8:30 AM**

**Members Present:** Alexa Anderson, Tracey Marano, Brian Waterson, Robert Conry

**I. Call to Order.** Mr. Waterson called the meeting to order at 8:34 AM. Roll call attendance was taken: Anderson, aye; Marano, aye; Waterson, aye.

**II. Public Comment.**  
None.

**III. Discussion**

A. Amenities Building. Mr. Waterson stated that FAQs would be added to the CPS website, as well as the Carlisle website after being reviewed at the SC meeting the following day. Ms. Marano shared the outreach list and members discussed adding other large groups that use the fields, as well as contacts in Carlisle. Members discussed the best time for Mr. Waterson to send communications out and agreed to send them out now and then follow up if needed.

Regarding the Carlisle Town Meeting, Mr. Waterson stated that the presentation needs to be 6 minutes long and noted that they would hold a series of podcasts leading up to town meeting. Mr. Conry stated that he felt it was important to include the benchmarking data on Dual County League amenities buildings that Ms. Marano completed.

Members discussed pausing the meetings after the letters were sent out and agreed to keep the next meeting and then assess moving forward.

**IV. Action Items**

A. A motion was made by Ms. Marano, seconded by Ms. Anderson, to approve the March 10, 2025 and March 17, 2025 minutes. The motion was approved by roll call: Anderson, aye; Marano, aye; Waterson, aye.

**IV. Adjournment**

The meeting adjourned at 8:56 AM.

Respectfully Submitted,

Erin Higgins

Approved: 3/31/25