



**TOWN OF  
BROOKLINE, NEW HAMPSHIRE**

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**Brookline Facilities Committee Meeting Minutes  
September 18, 2013**

Committee members present included: Rena Duncklee, Scott Knowles, Louise Price, Jodi Tochko, Chris Adams, Jay Sartell, Tad Putney, Linda Chomiak and resident Ann Somers.

1. Approved August 28, 2013 minutes as amended.
2. The update to the Town Hall renovations and Annex were communicated:
  - A) Town Hall: added scope to the Town Hall renovations in respect to replace one exterior door and door jamb, cost impact is estimated at approximately \$1,400. Work on the Town Hall renovations due to start approximately September 25, 2103
  - B) Annex: Public Hearing to be held on September 30, 2013 in respect of obtaining additional public input. Notification of the public hearing is to be communicated in the Brookliner newspaper. Selectboard requested that an inspection and test for mold be conducted prior to the public hearing of the 30<sup>th</sup> of September.
3. Facilities Committee conducted a review of their Charter.
4. A review of the revenue and expenses provided by Tad of the Chapel/Brusch Hall was conducted since town purchase. Discussions identified potential opportunities such as exploring the use for town committee meetings, development of a town objective for the use of the building, engaging the Economic Development Committee for ideas on promoting the building.
5. The committee decided the next steps for the development of a maintenance plan for the town buildings was to conduct a building survey for each building to assess the current condition of the exterior, interior, safety, envisioned improvements, timing of identified preventative maintenance. Tad to develop a template for review and plan at the next meeting
6. Next meeting schedule for the 8<sup>th</sup> of October 2013.