

1. **Call to Order**

**Present:**

- Mary Storrs, Kathleen Ogden Fasser, Kay Upham, Ravin Nanda, Brian Miller, Zander Kessler, Ryan Kane, Robert Grom, Laurie Hunter, John Flaherty, Mike Mastrullo, Brian Schlegel, Barry Haley, Susan Blevins, Mary McCabe

**Absent:**

- Hannah Yelle
- John Boynton

2. **Public Comments**

- No public comments

3. **Reading of the Draft December 19, 2017 Minutes**

- Mary Storrs made a motion to move the December 19, 2017 Minutes
- Bob Grom and Mary Storrs suggested several edits to the draft December 19, 2017 minutes. The committee approved the edits.
- The amended minutes were forwarded to Mary Storrs.

4. **Communication and Correspondence**

- Mary Storrs recommended that the committee follow the school committee's practice re communication and correspondence
- Mary Storrs offered a *summary* of the correspondence that the committee has received thus far; these letters have been posted to the committee's shared Google drive →
  - Mary Storrs received eight or ten letters since the December 19 meeting. One letter proposed an outdoor/open skating rink with pavilion; another suggested a community meeting space with bonfire pit; another person suggested moving the grass field at the top of the hill on the west side of the property to the area that is now the former landfill - the proposal would free up the grass field for alternative uses without the AUL limitations; another person proposed an amphitheater (Mary Storrs noted that the school has an amphitheater in front of the cafeteria); another person suggested that the committee consider additional parking capacity; one person inquired about locker rooms (Mary Storrs referred this to Mike Mastrullo); another person suggested that the committee minimize travel on the campus itself by clustering parking/traffic based on usage; another person suggested trimming the shrubs at the Walden St. entrance (Mary Storrs referred that to Mike Mastrullo and Laurie Hunter);

finally, a representative from youth soccer asked to be added to the stakeholder list

5. **Reports and Issues for Discussion**

*Mary Storrs prefaced this topic by indicating that the goal of this evening's meeting was to get ready for the January 24 presentation*

A. **Campus Plan, Current Uses**

- Kathleen Ogden Fasser presented the site plan. Kathleen brought a sheet to lay over the site plan so that we might add to it whatever knowledge we have about the campus; what we feel is important to our knowledge and the public; in other words, what goes on at all of these spaces that might not be obvious, e.g., the sledding hill; the hope would be we might add additional information to the presentation; ideally all of the additional information will inform what input we get;
- Mary Storrs asked how we should proceed
- Kathleen Ogden Fasser suggested we first look at the draft presentation (that she and others prepared) and of course we need to assign speakers
- Mary Storrs emphasized that this is what we need to get done tonight
- Kay Upham reminded the committee that we need to distribute flyers in Carlisle; suggestions were made to distribute flyers at the library, Ferns, the post office, and possibly the transfer station – Susan Blevins agreed to take this on

B. **Planning for Jan 24 Public Input Meeting**

1. **Request for Ideas [Form]**

- The committee started with the slide presentation

2. **Slide Presentation**

- Note: The rest of the meeting was largely devoted to a discussion about the slide presentation, edits to the slide presentation, the goal of the January 24, processes generally. The conversation was very organic.
- Kathleen Ogden Fasser walked the committee through the slides
  - The presentation includes a cover slide
  - Slide 1: Site Map; Slide 2: Agenda; Slide 3: CAC Charge. Mary Storrs asked about introducing the committee. It was agreed that Mary would introduce the committee. The speakers will introduce themselves (immediately); The CAC Charge is covered on multiple slides; A discussion ensued re whether the meeting was a public meeting, if there is a quorum (yes) the meeting must be posted; Laurie Hunter will post; A discussion ensued re whether the committee members position or name should be on the slides; Mary Storrs would like to add names; Brian Miller noted that the names are on the website; Susan Blevins asked if the presentation included a timeline (yes - later slide); Mary Storrs asked about handouts and what the committee thought was

necessary; Kathleen Ogden Fasser presented the slide that addresses the Public Engagement Plan, a list of known stakeholders, how the committee planned to engage these stakeholders, and the timeline; A longer conversation followed about slide 14 (existing conditions): Kathleen Ogden Fasser has obtained information about the high yield aquifer; Kathleen asked if anyone had a copy of the Beede Center lease (and map); Kathleen noted that areas where the slope is 8-15% grade cannot be built upon; Kathleen asked if someone would draw the cross-country course (Zander Kessler did this at the end of the meeting); Kathleen asked if there were other uses that we should note; Brian Miller commented that it would be helpful to orient the viewer, i.e., N/S, street names, etc.; Kay Upham agreed that it would be helpful to know where Route 2 and the RR tracks are relative to the site; Laurie Hunter noted that the turf fields are also leased; Mary Storrs encouraged the committee not to get bogged down in the details that we lose sight of the task of preparing for the meeting; Mary Storrs also noted that we don't want to lose the audience because they will want to offer their input, not listen to us; Kathleen Ogden Fasser presented a slide that information about the AUL limitations summarized; Kathleen asked for a copy of the existing users list (she wasn't able to find it); Kathleen Ogden Fasser presented the slide with the evaluation process, i.e., the rubric that the committee will use to screen ideas

- Kathleen Ogden Fasser presented a slide with the committee's evaluation process, i.e., the Evaluation Rubric; Ryan Kane noted that we should be concerned not just w/ revenue generation but also w/ the cost of upkeep, maintenance, etc.; Kay Upham noted that we are open to ideas as disparate as a garden to a more complex proposal; in other words, even small projects are valuable; Mike Mastrullo asked if someone at the meeting would discuss the former landfill site limitations, i.e., AUL; Kathleen Ogden Fasser responded yes and there will be a slide; Building on Mike Mastrullo's comment, Zander Kessler noted that we should also mention the impermeable surface limitations;
- Kathleen Ogden Fasser presented a slide with information pertaining to the RFI; the document is a request for ideas; designed to be somewhat informal; based on the rubric; A discussion ensued about additional information regarding an idea that might be needed and who would be responsible for follow-up research, etc. Kathleen Ogden Fasser suggested that we might want to create a "Fatal Flaws" list; Mary Storrs thought this might be captured vis-a-vis the Rubric; Mary Storrs thought

a fatal flaws list would be difficult to create until the committee receives the RFI's

- A discussion followed re the need to augment an idea and the burden that might put on the committee, etc.; For instance, what if students presented an idea and the committee thinks the idea is worthwhile; Mary Storrs emphasized that there has to be a vested interest on the part of the person/group presenting the idea; Mike Mastrullo thought we should add language re "augment as appropriate"; John Flaherty noted that we must be careful not to judge; A discussion followed re whether all ideas would be passed to the committee or just the recommendation; All ideas will be passed to the school committee, along with the recommendation;
- Mary Storrs suggested that we include a slide with ideas already discussed; Kathleen Ogden Fasser had already created this slide
- Brian Miller encouraged the presenters to focus on the entire site, not just the landfill
- The slide presentation ends with an opportunity for public input
- Laurie Hunter suggested that we set norms at the outset; how we will dialogue and perhaps a time limit; Mary Storrs agreed to do this and agreed to moderate the public input; Mary Storrs agreed to be the point person for questions; Mary Storrs will ask for assistance from others on the committee as needed;
- Kathleen Ogden Fasser presented the final, final slide re next steps; this slide should also have Mary Storrs' contact info; Slides should be posted to the website
- Bob Grom suggested that we schedule a meeting for January 30 to debrief the January 24 meeting; Mike Mastrullo agreed; The committee will meet on the 30th at 5:00 p.m.
- Susan Blevins asked whether we should also have an input meeting in Carlisle; The committee agreed to re-visit this question later; A discussion ensued re distribution of materials in Carlisle re the January 24 meeting; Hannah already submitted an article (published) to the Mosquito and the Journal; Susan Blevins/Mary Storrs will make sure email blasts go out to Carlisle K-8 families through the school
- Mike Mastrullo agreed to post information on the CCHS Facebook page; Zander Kessler will post to the class of 2018 Facebook page
- Brian does not expect many students at the January 24 meeting; forums will be set up at the high school during lunch block (in the future)
- Kathleen Ogden Fasser asked about the site map and whether the committee wanted the site map on a board (yes); Kathleen agreed to undertake this task
- Brian Miller asked about handouts for the January 24 meeting;

- The Agenda and a copy of the site map
  - Include language from the charge; Not the rubric
- A discussion followed re whether the RFI should be typed and/or will the committee accept handwritten forms (yes)
  - RFI's must be mailed to the central office
  - Deadline is February 26
- The committee decided not to include overlays with the site map
- Mary Storrs agreed to moderate the meeting; Kathleen Ogden Fasser agreed to present the Rubric and RFI; Mary Storrs agreed to present info re correspondence received
- The January 24 meeting will begin at 7 and end at 8:30
- Mary Storrs will frame the input portion of the meeting as civil discourse
- Brian will arrange to have the room set up - chairs in rows and large screen

#### 6. Public Input

- Cynthia Rainey asked about the Rubric and RFI. She emphasized that the proposals should fulfill a need of the community; She asked how the committee planned to rank this need
- Julie Ann Cancio commented that the ideas submitted do not need to be detailed; she proposed that the school committee look over the list of ideas and then choose "x" to investigate; perhaps "kicking" the more detailed needs back to the committee; Julie Ann Cancio encouraged the committee not to overwhelm the community with the process; Mary Storrs agreed that the committee was trying to avoid overwhelming the community, hence a request for "ideas"

**Bob Grom moved to adjourn the meeting at 6:30; seconded by Kathleen Ogden Fasser; all those presented voted in favor.**

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#### Upcoming Committee meetings

- January 24, 2018 (Public Input Meeting and CAC Meeting)
- January 30, 2018 (addition to the calendar)
- February 13, 2018
- March 20, 2018
- April 10, 2018
- May 8, 2018