

**JACOB FAIRBANKS MEMORIAL TOWN HALL  
RENOVATION COMMITTEE**

Minutes of the meeting of Wednesday, November 8, 2006.

Members present:

David Sargent	Jim Whidden	Wes Landry (absent)
Christina Sargent	Ron Reed	Mike Gallant (absent)
Mary Coswell	Tim Dumont	Leo Collette, Jr.

Guests: Eric Smith, Town Planner, Donna Burton, Assessors Office  
Don B., Proj. Mgr., Kaffee Kang, Kang Associates

On a motion by Christina Sargent, seconded by Mary Coswell, the committee voted to accept the minutes of October 17, 2006.

The committee toured two potential locations for temporary office space:

The first floor of Ashburnham Hardware:

Currently unoccupied and unfinished, it appears to have adequate office space and parking. Questions remain as to who would be fiscally responsible for making the space usable for temporary offices. Mike Gallant, Building Inspector will visit this site and give us a list of his requirements and recommendations.

Building located at 31 Main Street:

This building is being vacated, but used to be a professional office. Many concerns regarding floor plan and adequate parking for staff and customers.

Until final costs are determined for the renovation project, the committee is not expressing any opinion on which alternative is better. However, in the meantime, an RFP for rental space is being prepared and advertised.

Kang Associates presented preliminary drawings for the committee's review. All members were asked to make any comments in the next two weeks as to allow the project to keep progressing. The committee requested that the project include painting of the upstairs meeting hall and repairing of the woodwork at the front of the stage.

Respectfully submitted,

Ronald W. Reed