

**Coolidge School Re-Use Task Force
Finance Meeting Room, Town Hall
Maynard, Mass.
7 p.m. Tuesday, May 26, 2015**

Present:

Task Force Members:

Lee Acker

Rick Lefferts

Vicki Stevens

Tim Hess

Jack MacKeen

Sally Bubier

I. Minutes – The corrected minutes of the May 19 meeting were approved.

II. Draft Report – Starting at the beginning, we discussed many points of the report and a made a number of changes through section 3.2.3. At our next meeting we will focus on the next section and RFP parameters. It was also noted that it will be important for us to be present when the Board of Selectmen officially discusses our report. This could happen in early July.

III. Adjournment and Next Meeting – We adjourned at about 9 p.m. Our next meeting will be 5:30 p.m., Tuesday, June 2.

Respectfully submitted,
Vicki Stevens

We all agreed that our draft report captures pretty much what we want. We will strive for a more clarified final version that will include an executive summary that concisely presents our conclusions in a one-page cover letter form. Rick and Sally will work on the summary. We also discussed:

- **RFP** – Should we write one and include it in our report so our thoughts are crystal clear to the Board of Selectmen? Would this take too much time and effort? Ken will seek to find an existing RFP that could be altered for the Coolidge. The parameters of an RFP still must be more closely defined.
- **Bibliography** – A couple copies of our report will have all sources from our bibliography printed out. Otherwise, the sources will be linked in our electronic copies.
- **Fixing the Roof** – Sally asked a question posed by Assistant Town Admin. Andrew Scribner-MacLean – What will people think if we fix the Coolidge roof for \$40-\$50,000 and then turn around and sell the building? We think it will take at least a couple of years before Coolidge has a new use. We feel strongly the roof should be fixed to protect and enhance Coolidge during that time.
- **Another Committee** – Our report recommends that another committee be formed to watch over the RFP process. We discussed the make-up of that committee and will recommend that it include a design and business professional, among others.
- **Walkway** – Currently, people walk all over the Coolidge property because it is all public space. Under some future uses this may no longer be possible. We thought that an RFP could specify a walkway be built on the north lawn of the school between Bancroft Street and the playground to allow people to pass through.

III. Adjournment and Next Meeting – Our next meeting is tentatively June 2. We adjourned at about 7 p.m.

Respectfully submitted,
Vicki Stevens