

Town of Arrowsic
Properties Committee
Minutes of the Meeting
December 19, 2020

Present: Andrea Galuza, Kevin Kauffunger, Michael Kreindler, Malcolm Persen, Sheila Spear

Absent: Jack Carr

1. Malcolm called the meeting to order at 6:06 pm (EST) by Zoom conference.
2. The Committee accepted the minutes from the November 17, 2020 meeting.
3. Sheila reported to the Committee on lessons learned from the project to refinish the Town Hall floor. She indicated that Dave White, the contractor who did the work was easy to deal with. However, she indicated that Liberty Moving who moved furniture in and out of Town Hall was late for their appointments and required help from Jack and Mike to complete their work.
4. The Committee discussed a protocol for future projects whereby the Project Manager (from the Committee) should prepare a one-page summary of the scope and project details. This document should be digitally sent to the remainder of the Committee.
5. Michael reported on the improvement project at the Fire Station parking area. He expressed that the work that was done did improve the situation but not achieve all the objectives desired. The Committee agreed that we will revisit the project during the next fiscal year depending on other priorities and available. Budget.
6. The meeting was adjourned at 7:23 pm.

Respectfully submitted,

Malcolm Persen
Committee Chair