

Facilities Advisory Committee
May 27, 2026
5:30 pm
Wheelwright Room – Town Office Building
Minutes

Call to Order: 5:35

Attendees: Mark Leighton, Dan Chartrand, Caryl Olmstead, Kris Weeks, Timothy Willis, Alan Magnon, Paul Cohen - Town Manager and Melissa Roy - Assistant Town Manager

Minutes Taker: Caryl Olmstead

1. Review/Approval of past meeting minutes
 - Pending
2. Police Station/Fire Substation

Melissa Roy provided the following update:

- On budget and on schedule
- Minimal change orders (approximately 8 to date)
- Car port has been ordered given the “on budget” status
- Will meet requirements for “Net Zero Energy” building
- Estimated completion date is the Spring of 2027
- Both the Police and Fire Department view the facility as a showcase for potential hires

3. Exeter Public Library

Via email, Don Briseldon provided the following update:

- A virtual meeting was held on May 13, facilitated by Paul Lavalee. Positive takeaway from is there are improved and understood communication channels and processes, as well as technical support for the library staff for problem resolution.
- Julia submitted a grant request to Until which resulted in an assessment visit and an offer to conduct a free energy audit.
- Several items were identified that have caused bathroom heating deficiencies including wall, floor and steel frame insulation. A capital improvement plan will be developed to fund the corrective action measures. In the interim, the heat capacity will be increased in the two bathrooms.

Mark Leighton provided the following:

- Trustees approved the library to be included in the Facility Conditions Assessment database. RFPs will be forthcoming.

4. Train Station Committee

Via email, Don Briseldon provided the following update:

- No immediate facility or station improvement plans scheduled to date.
- A planning charrette, Via PlanNH, is scheduled on August 7 & 8, at the Lincoln Street School. It will be a community involved process.

5. Space Needs Assessment

- Under review and will be provided to the FAC for final changes prior to next meeting.
- Funding Source has been identified in the current budget.
- Need to identify the group/stakeholders to be included in the selection process.
- Recommend that associates be surveyed on desired space needs.
- Firms included in the RFP to be provided by the committee.
- Ensure appropriate schematics, databases, and prior reports are included in the bid packet.

6. New Business

- Committee agreed to test AI for meeting minutes.
- Bob Lackey (???) will set it up and the committee will test via transcripts/YouTube to ensure accuracy and determine go forward path.

7. Next Meeting: June 24, 2026

Adjourned: 6:10 p.m.