Town Facility Study Group

Meeting #5 Agenda

Wednesday, August 19, 2026
5:30 PM – 7:00 PM
Town Board Room – Manlius Town Hall

Meeting Purpose

Continue developing a shared understanding of the Town's existing facility needs by hearing directly from Town Hall employees and department heads, and begin planning the next phase of community education and engagement.

Attendance:

Committee – Katelyn Kriesel, Brett Edkins, Sara Bollinger, Colin Beirne, Cindy Couche, Alex Hebert, Craig Dudczak, Dick Geddes, Bob Alexander.

Thomas Poitras, Kristine Zingaro – Rec, Elaine Ferguson – Rec, Peggy Kenyon – Rec, Ann Oot – Town Manager, Kay Graham – Deputy Town Manager, Carrie Grevelding – Town Clerk, Laura Peschel – Tax Receiver, Jeannette Zacharias – Court Clerk, Hon. John Boyd – Town Justice, Pilar Lyons – Assessment Clerk

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1. Welcome & Meeting Overview

5:30 – 5:35 PM

- Welcome and introductions
- Brief review of the Study Group's progress
- Tonight's objectives

Katelyn – wanted to bring the Town employees here to better explain their needs, and some of their space complaints that were not included in their tour.

Ann Oot – Findings from previous studies are clear, the facilities here are undersized and unable to meet current demands. Reads statement.

Condition Audit – HVAC is inconsistent, and inadequate for comfort and flooding in the record storage which causes mold. We have a cracked foundation.

Kay Graham – Reads statement – Personal safety and security, my office is on the lower level, my office does not lock from the inside. On Court nights there is nothing preventing potentially dangerous people from the public coming in to our offices. In the report it states that the Court does not meet our State mandated court security guidelines. Walking around Town Hall you can determine it is not that bad it is bad but we have just adapted to the conditions. The lack of an elevator is a massive problem. We have persistent leaks, wall leaks, we have inadequate spaces, I share my small office with our facility manager. A lot of what does not work in the building we have learned to work around. Those workarounds should not be confused with the building working well. Needing a new building or renovation is not just a wishlist – not about aesthetic value. It is about allowing us to safely and effectively serve the public. We have replaced the roof and we can make other fixes but this does not address the space problems or the accessibility problems.

A lot of our issues are not obvious, and working around the problem does not mean the problem has been solved. I do not look at this as asking the taxpayers to give us a cushier office.

Thomas Poitras, Director of Planning and Development – Raise your hand if you think this building has no issues here. There are two main things I want to address. First, building morale – when we are directly having to deal with the issues with the building it takes away from our ability to interact with the community. My code enforcement officer is pushed into the corner, when he has to speak with residents he has to meet them in the Hallway. We either have to come in to the boardroom where the AC is blasting and the temperature is extreme. There is a morale that occurs when the doors have issues and we have to replace the locks, we have security issues – a gentleman came into Town Hall with a machete on him. I had to meet this man in the main hallway in front of residents, that negatively affected employee morale long term.

Katelyn – this was a gentleman who tried to steal illegal weapons and we feared he would come here with them.

Thomas – We have a great code enforcement officer and we have another who has to work from home. We do not have room or the ability to operate in comfortable means. That is my main sway is improving employee morale – when we have leaks they keep coming up even after we fix them ourselves.

The second thing is the level of professionalism that we want to have in our offices – the boardroom is the only place we can meet and it is often booked. The level of professionalism we like to portray to developers trying to invest in the community is important and it is undermined by this facility.

Elaine Ferguson – A lot my concerns you have already heard – I think starting off with security, it is so lax in this building, the bottom floor is like sitting ducks. We have no way if there was emergency downstairs the rest of the building would not even know. There have been afternoons where it is just me down there. A lot of the frustration with the Town staff and it is hard to talk about it because these are things we have been talking about for years – for now we are sitting stagnant. We have not made the changes we need and it is concerning to us as employees and it sends a negative message to us. There is not a lot of turnover here, many of us have been here for years and we just want to be safe and comfortable. If we did not use a dehumidifier it would get moldy and disgusting. The fix to the roof has helped but there are more issues, that does not fix the mold issues. We have massive HVAC issues, we have heated blankets and fans. The whole system is a mess. It is very difficult when you have a resident come to the bottom floor who need to go upstairs and we have no elevator and they have to walk out and drive around the building. Storage is an issue, it is hard to stand up here and do this because we make things work and we are a team here we all pitch in and deal with it. Just like you would at home. When someone says that improvements are coming and then make no changes. The reality is this has been going on for years without being addressed. The shortage with storage is significant, we also rented a storage unit, we have outgrown our space. If the court moved out maybe we could have a community room that would be

We always say we love our little offices but wish we had more space and the heat problems and the mold issues would go away and the court nights are tough. Had prisoners transported in front of my office who was scary and spitting and it was unfortunate.

I grew up in this community and have been here for 30 years we are not looking for the taj mahal.

Katelyn Kriesel – could you talk about having to rent space.

Elaine Ferguson – it depends on our program, we have many different programs. We use the FM school district facilities and we have to pay for them. With the summer show for instance we struggle for rehearsal space and we pay them for that space. If we had a community room we could use that, there are other things we could do with more space like for seniors and people in the I/DD community.

Cindy Couche– question for Ann Oot maybe. I used to work in Upstate it took me 10 years to get a bathroom I had problems to. One of the things I had to do to justify a bathroom was to describe how much time it takes for an employee to use another bathroom. How much time do you spend on these fixes and inconveniences, if we have this data it would help greatly. If we had a percentage of time spent addressing this that would help us significantly.

Elaine Ferguson – I think with us it is hard for us to track, because we all just do it and do not track the time it takes to get it done. It just never occurred to us to do so.

Laura Peschel – A month ago I texted Ann at 7:15 in the morning and I notice that the rug by the bathroom was discolored, the toilet was spewing water, I fixed the toilet which was running all weekend, and it floods the court offices below. I could not wait for help and I had to fix it myself and mop the water. That took me an hour and half and then we had to dry the rugs, and we also have fans because of the uncontrollable HVAC. Yes the roof has been fixed, I was here when the ceiling tiles were falling and we had to cover our computers. The issue also does not keep the bugs out and people get stung by bees often, we worry about the residents. The fire doors also do not come down and were put in in 1987. The safety in the building everyone talks about it, on the tour someone said, nobody pays in cash, but people pay in cash – more and more people are paying in cash I will not tell you how much because of security reasons. At town accounting time, we did 300 transactions right at the window, over a 3 day span with over 1,000 envelopes. That hall is very narrow, if people have mobility issues, and block the hallway that means there is no free space to have lines – the hallway is far too narrow for our needs, during covid it was an even bigger issue. There is only one compliant ADA door in the building on the first floor. The bathrooms are not ADA compliant at all. The parking lot also has a massive problem, we lose 5 five spaces every time it rains, our facility manager has to go out with a snow shovel to push the water out. When it is busy and you have over a thousand people coming through and it is raining there are about 11 spaces in the back lot, and 2 are handicap. We have a big parking lot in the back and it is court night it is a massive issue.

When you look at the google maps for court they send you to the front door, and I do not know why these people are going to Court – there is an element of safety not only for our employees but our residents. We have had people get robbed after being overheard at town hall where they are followed home.

Jeannette Zacharias – She is also going to the bank with cash, there is no way for her to get out where it is not public access. I have had people knocking on the window of my car.

Katelyn Kriesel– we have had issues with registered sex offenders corner an employee in her office. The key fob solution does not work for all doors.

Pilar Lyons– I second a lot that has been said already, our window comes down hard and our shutters slam very hard. One thing I want to mention, the assessment office, we get 1000 people coming through with STAR exemptions, that crowded hallway with people with walkers who cannot hear well, which means I am shouting their personal

financial information. Which is why our office needs to be secure we store federal tax returns and they must be protected. When people come in to meet with the assessor it is difficult to have a private conversation while protecting the federal tax documents. We end up having public hallway conversations about personal financial information. I also want to say – no one has mentioned anything aesthetic – not just the scuffs and missing tiles, we as public employees have chosen to work for the public and when we feel unsafe our work does not feel rewarded.

Hon. John Boyd – It is my understanding that you all got to tour the court room. Local Justice is remarkably deeply rooted in NY history, in 1763 colonists established a court in every town. Our Town is a first class town which requires us to have 2 town justices, many residents who come here who use the court might be the first time going to a court and it is their first time and maybe only time going to the court system. We use our court for Misdemeanors, felony arraignments, it is not just traffic tickets. The Judicial system relies on public confidence, we have the public's respect for the system. Court's are supposed to look a certain way on purpose to impose public confidence and trust so we have a dignity and efficiency. It affects the court attendees confidence and respect for court outcomes. Inadequate facilities can delay the Justice being done. I have been in a lot of court rooms and you can put a judge in anything and it will still be a court and everything is binding, but if you are a litigant you might end up wondering if you are in the right place. We do not need marble columns or anything like that – but people should know when they enter a court room that the administrators have a serious consideration of justice being carried out. We have trouble getting enough space in the court and our efforts to mitigate that are not enough. We often have lines into the hallways, we have no jury deliberation room and no ADA compliance to deliberate with Jurors in the upstairs board room. These are things that can delay or prevent the administration of justice. With Jurors you are not supposed to have them interact with people in the building, here that is impossible. When we have in custody defendants they are often milling about in the hallway interfering with the Town Hall employees. Attorneys are required to be allowed space to confer with their clients which is also impossible in this space. There are also 7 filing cabinets in the court room because there is nowhere else to put them, we are required to keep certain files forever. If we were designing a town court today, we would not ask for extravagance we need enough space for the town we serve. We have even asked people with traffic tickets to not use the court. We are not complainers, our clerks have done a great job of making do with things. We have sewage leaking through the floor from the toilet upstairs. We inherited a responsibility from people 300 years before us who asked us to form these local courts. The people who come before this court should understand that in Manlius the law matters and they matter and justice matters.

Brett Edkins– I think there is a perception that town court is just traffic but there seems to also be other matters.

Hon. John Boyd – yes we handle felony arraignments and we handle preliminary hearings. We can hear ever single criminal case that can exist pre-indictment. We are also handling Minoa Village court, we can receive traffic or criminal matters it is the choice of the police which Court. We also handle code violations from Minoa Village.

Jeannette Zacharias– we are not just dealing with Town residents only, but people who are arrested here. How many of you have been in the Manlius court for a court night. That hallway can be jam packed waiting to get in, now Judge Rothschild chooses to start court at 3:30 pm and employees go through the same doors. The next court night is Wednesday.

Craig Dudczak– I have court related questions, you have court that starts at 2:30 and Boyd starts at 5.

Carrie Grevelding– we also have court on the same night as ZBA, I have to exit the building through the bottom floor not knowing who is down there it is a spooky situation.

Craig Dudczak– There are four court days a month?

Hon. John Boyd – right now, it depends on the month.

Craig Dudczak– It seems that many of the problems you have identified that are court related like the bathroom and the smell. What is the responsibility for controlling the behavior of what is going on in the court are there baliffs or police.

Hon. John Boyd – technically everything would be my responsibility, we have two court officers a night approximately, we have one person working the metal detector and another who goes through the hallways, we do not always have sufficient people who use the bathroom.

Craig Dudczak– so if it is 200 cases is it 200 people?

Hon. John Boyd – sometimes more sometimes less when people bringing people with them, it actually makes me nervous because we are supposed to have an open public court. With DWIs you would hope that they are not driving so that is 2 people for every one case.

Craig Dudczak – who determines how many court sessions there will be, have you contemplated whether that some of the overcrowding would be accommodated by more court nights?

Hon. John Boyd – we could but there are problems that go along with that in terms of available staffing, we would need at least two court clerks in the case of my court. The more hours they have during court nights, There will also mean more spending.

Jeannette Zacharias– we would have to cut more hours during the day to adjust.

Craig Dudczak– If the court were not here how many of your problems would go away.

Group – safety related to the court issue would go away.

Katelyn Kriesel– is it legally in compliance?

Hon. John Boyd – it does not follow the guidelines – when it was built it passed whatever it needed to pass, we are part of the Unified Court System and we do not meet their guidelines. The Court room fails for the size of the town this is, this is one of the smallest town courts in the county and one of the biggest Towns in the county.

Cindy Couche– Has there been any effort to look into the changing the individual locks?

Ann Oot– we have looked at it, and we are looking at it again.

Katelyn Kriesel– to do the key fob entry you have replace the entire door system. In our last study group meeting there is a sense of duty and responsibility to the employees that are here, I have often felt that towns people do not feel that responsibility. The issue of why fix anything here if we are going to move, I think that we will have to invest in this building even if we all agree today that we have to build a new town hall. I do not agree that space is not an issue, when I come here I have nowhere to go, if there is a meeting in the boardroom then there is nowhere to go. There is no space to meet or store things, I think the issue is beyond plexiglass and door knobs. If we were to make changes we would also hope that we could add aesthetic value.

I propose that we meet over zoom to talk about preparing for the September events, I have been working really hard on focusing on the employees and department heads and have not worked on the collage. If you want to work on that please reach out, if you in the departments have things we can include that would be helpful.

Sara Bollinger– Will continue on 8/24 at 6 pm

Craig Dudczak- we have not had an opportunity to speak to the Town Councilors, we should ask why haven't these problems been addressed

Dick Geddes– The original agenda said that we

Alex Herbert– The security and safety is the biggest issue, I know you say you just cannot the door, I was going to bring up why can't lock the office door, I feel like the town has failed the employees, what safety measure would have been in place if this was a new building that would serve the issue with the person carrying the machete.

Katelyn Kriesel – a single point of entry with people behind glass.

Cindy Couche -what is the timeline expectation for the renovation -

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Town Hall Existing Conditions

2. Town Hall Employee & Department Perspectives

5:35 – 6:05 PM

Town Hall employees and department heads will share firsthand information about the current facility and how it affects Town operations, employees, and residents.

Topics may include:

- Department functions and services
- Accessibility
- Safety and security
- Office and workspace limitations
- Public-facing and customer service areas
- Meeting and public gathering space
- Storage and records management
- Building systems and maintenance
- Recreation and programming needs
- Operational challenges and workarounds

The purpose of this discussion is to better understand existing conditions and functional needs, not to advocate for a particular facility solution.

Questions –

Pat Allen – any revelations in the information that was disclosed that said this interferes with my responsibilities?

Brett Edkins – the safety issue was brought up significantly, they brought up the incident with the machete etc.

Dick Geddes – The amount of time they spend dealing with things that they should not have to be doing is detrimental to their ability to complete their job. It is a significant chunk of their time that they spend on doing things they should not be doing, things like fixing plumbing and emptying dehumidifiers.

Pat Allen– I feel it is hard for me to wrap my head around that because it is subjective and not quantitative.

Sara Bollinger– I will say that we had a conflation of maintenance problems with building design issues, in summarizing the information and maybe we should do this with the notes too is we have to discern what is maintenance and what is building design flaw. There are some things around the building design that was relevant and others about maintenance that was kind of separate to what we are looking at.

Dick Geddes– Several have made reference to the turkey pans has that been solved?

Sara Bollinger– the roof problem has mostly been solved and the court leaking has been mostly solved.

Katelyn Kriesel– some of the maintenance problems are fixable, but Chris pointed out that some of the maintenance problems were very expensive, The issues about safety and the public having access to the building and the issues with the ADA and the court and the space constraints are real facility issues. Maybe a lot of the testimony was redundant, other info was not at all.

Dick Geddes– Is it appropriate for us to also invite Town Councilors to bring up their issues – Councilor Nesci wrote that he needed dedicated space for Councilors, we have not investigated that, should we meet them?

Katelyn Kriesel– I did speak to Councilor Nesci about that and I told him that they can come and observe but not participate. We can also publish this as an official meeting, and all the Councilors.

Pat Allen– are they allowed to compile a list of their requests?

Katelyn Kriesel– They did not complete this list in a timely manner.

Karrie Catalino– the issues are the same though right, it is accessibility, compliance, safety and space.

Katelyn Kriesel– they might have different solutions. I do not agree that we need separate meeting space for Councilors.

Dick Geddes – I want to make sure we can credibly state that we heard them.

Katelyn Kriesel– we can add it to the agenda to bring up in the Meeting.

3. Study Group Questions & Discussion

6:05 – 6:20 PM

- Questions for Town employees and department heads
- Clarification of issues raised
- Additional information needs
- Areas members would like to see firsthand

Community Education & Engagement

4. Interim Study Group Report

6:20 – 6:30 PM

- Review draft interim report
  Brett Edkins – we have a first draft, releasing interim findings stating we need a new PD HQ and a renovated Town Hall. The first page is describing our efforts and studies, and we state that the facilities have to be safe and functional, The PD is outdated and we list the problems found on the tour. Interview rooms, lockup, evidence space, child size bedrooms, lack of lockerroom space.

  Sara Bollinger– Are you going to give us an editable document that we can all share?

  Brett Edkins– we can have a sharable document that people can comment on. We want people to look for errors and point out strong feelings so we can reach a collective conclusion. This will be formatted as a press release and distill it for flyers and for events. We can use this as a base document to make it digestible for the public.

  Sara Bollinger– we want this to be available to the eagle and on the website and offer a few hard copies. I believe the 12th would be appropriate, actually would need it by the 7th. (Group discusses – we would need it by the 3rd.)

  Katelyn Kriesel– we could get interviews with CNY Central or channel 9.

Karrie Catalino– I created a flyer, do we want a QR code.

Craig Dudczak – there is a document that is being written by the Board members, in previous Board committees where they recommend action by the Town Board, you had a committee that was recommending to itself an action that should be taken. We have a Study Group of citizens that are to be informing the board but we have board members who are advising, in effect themselves. Perhaps if the Boar members served in an ex officio position on the Study group it would help with the understanding and perception that it comes from the citizenry.

Katelyn Kriesel– for us it is more of a capacity issue, with the Comprehensive plan we had like 50k to do a lot of the professional work that we cannot do ourselves, the councilors are the professional staff that can work on this with way more time, so I am trying to walk that line as best as I can, if we had an outside firm running this I would take more of a backseat role. Our hands are kind of tied with the capacity we have.

Craig Dudczak– I do not dispute you being here.

Brett Edkins– is the issue the interim findings?

Craig Dudczak– and more really.

Brett Edkins– on this one it just made sense for me to do it with my bandwidth and experience, if you all disagree with it we will certainly rewrite it.

Bob Alexander– It is a place to start.

Dick Geddes– on perception, if this is going to be successful, the community needs to think the thoughts and opinions came from the citizens, and the councilors were there to facilitate otherwise it is not credible.

Sara Bollinger– it is staffed by the Councilors, we are not the chair of it and we can make that distinction and we can say that in the press release.

Katelyn Kriesel– and if you want to reach out to me with ideas or things you think you want to take ownership over please do. If other people were helping more that would be great. We would welcome your input.

Sara Bollinger– we will take your input for sure.

Brett Edkins– continues to discuss the interim report – mentions the maintenance issues with the Town Hall, and the safety/security, lack of space, Court issues, entrance issues. The court falling short of UCS guidelines. Discusses the staff testimony and the findings of the tour. Then we have a next step part, that discusses the community outreach we will undertake and the solicitation of public input.

Katelyn Kriesel– any other questions?

Sara Bollinger– the deadline – is the 3rd.

Pat Allen– on the Community Draft plan I do not recall agreeing on "Keep police department, court, and town hall within one Town Hall facilities Storyso one facility does not overshadow the needs of another.

Katelyn Kriesel– that was to say that we are telling one story about the same problems across the two facilities but not that they should be one faciility.

Pat Allen– that does not read like that it sounds like we want one facility.

Katelyn Kriesel– good catch we will fix that.

Sara and Katelyn discuss the distinction over adaptable space vs we need more space.

Katelyn Kriesel – there will not be the word need we will describe the lack of space not the need for space.

- Discuss findings and themes identified to date
- Identify revisions or additional information needed
- Discuss communicating the Study Group's work to the broader community

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5. Community Education & Outreach

6:30 – 6:50 PM

Discussion of the next phase of public engagement and potential outreach tools, including:

Katelyn Kriesel– we need to figure out how we are going to handle the 3 September community events, (Karrie volunteers to help with the events and materials we will have for that, has the flyers and a tri-fold document).

Sara Bollinger– I will say that is a great idea, if you want to have input contact Carrie and Katelyn.

Katelyn Kriesel– I imagine having a poster board that is tri-fold – that tells a story – giving a tour of the building without being a tour – needs to be a narrative.

Colin Beirne– need the photos.

Katelyn Kriesel– Outside of the collages, we need to divide our forces. Does anyone have a sense of which they would like to attend.

Colin Bierne– All of them

Sanskar Narang– Manlius

Bob Alexander– Manlius

Karrie - Manlius

Minoa – Pat, Carrie

Dick Geddes – Fayetteville

Craig, Sara – Fayetteville

Katelyn Kriesel– and we want to have an open house at the PD during the Manlius Event.

Sara Bollinger– we will coordinate the setup of the tent with you and pick them up, we will have a bin with all the materials. We need emails so if we are doing a wheel. We should write down the emails on paper.

Bob Alexander– Will ask people the email and we can write it ourselves.

Katelyn Kriesel– or we can do it on a computer there. We are also going to design a post card with a QR code – we can print and have them at the tables and we can hand them out.

Katelyn Kriesel– Do you want any town councilors at the events?

Colin Beirne– there are pros and cons to that because it could be political.

Bob Alexander– you might want to avoid that.

Katelyn Kriesel– I want to be a part of it, happy to help where I am needed.

Sara Bollinger– what else do people think needs to be communicated.

Craig Dudczak– A lot of these people will be focused on the village, I think we should ask them what they think about the Town, and be sure that they understand the distinction. So what would be the opening to those people.

Karrie Catalino – what do you like about living in the area?

Craig Dudczak– I want to focus people on the Town rather than the village.

Bob Alexander– to illustrate that point, Colin put something on the Minoa page and people wondered why their tax would go to the Town and not the village.

Colin Beirne– people freak out about the Town taking their tax money.

Katelyn – maybe a map with the areas identified. We can identify the overlaps.

Craig Dudczak– I wouldn't mention the school districts. We could mention the populations as well.

Sanskar Narang– it is a good idea to mention the town functions, I think it might be beneficial to setup another table for the councilors, and we citizens can have a table that is separate and the councilors can answer if people have specific government questions.

Sara Bollinger– that is a good idea, and we will be there so you can point us out and send them to us.

Karrie Catalino – we can just ask them if they live in the Town or the village.

Bob Alexander– Most people that live in the village think that all their services are provided by the villages. They do not realize.

Katelyn Kriesel– I have introduced myself and people say "oh the swans!" People do not see those municipal boundaries the way that we do.

Sara Bollinger– and the addresses do not either.

Karrie Catalino– How many trifolds?

Sara Bollinger– One with a Map.

Bob Alexander– we could have a map ready.

Katelyn Kriesel- I am concerned there will not be enough at the tables. People should also stand in front of the table. We could have an easel as well.

Dick Geddes– we need to find a way to convey what it is the town does that the village does not do.

Craig Dudczak– the biggest one is the police.

Katelyn Kriesel- correct.

Katelyn Kriesel– who is going to help us with these handouts and posters etc at Carrie's?

Sanskar Narang– I wanted to see if we can get these distributed to the places I recommended that reaches out to different socioeconomic strata.

Bob Alexander– when are you hoping to get the final report to the Town Board?

Katelyn Kriesel– I think we should do the community engagement first then do the report after 12 months of community engagement. We get feedback that we do too much too fast. I think we need a lot more time than we first envisioned it. I want to really push the community outreach piece, next fall we could even speak at the schools. We could go and speak at that.

Karrie Catalino-so you need us to continue on for another year?

Sara Bollinger– We will solicit your volunteer agreement for an extension.

Craig Dudczak– maybe after the first wave of outreach we have a post mortem to see where we are timeline wise.

Katelyn Kriesel– this is really our rough draft for the next month.

Sara Bollinger– when you talk to people and they no nothing about the Town, we can use the October meeting to discuss what people are understanding and adjust our education piece.

Karrie Catalino – would it be beneficial to put these cards out in the meantime?

Sara Bollinger– right the senior centers, libraries, foodbank, YMCA etc.

Karrie Catalino – We are just starting out with the poster, the post cards and the flyer.

Colin Beirne– should we go to the Fire Departments as well?

Sara Bollinger– we are doing another thing with them so it might confuse things.

Katelyn Kriesel– I would like a presentation you are all comfortable giving, like a 2 minute and a 5-10 minute one. It will be more authentic if it comes from you as you mention. We could do this as much as you want.

Sara Bollinger– people who sign up to give an extended presentation we can find engagements for you.

Katelyn Kriesel- we want to get to the point where we feel we have enough community engagement even if it takes 2 years. We are not in a rush as long as you are willing to continue with us and do this work we will continue, it will not be shoving this down people's throats.

Dick Geddes– I think in a lot less time you will reach a saturation point where you reach all the people who are reachable.

Katelyn Kriesel– if you wanted you could even knock doors.

Dick Geddes– one thing I am going to do personally, I have emails for all the people on my block and I will give them the opportunity to join the list.

Katelyn Kriesel– we talked about doing a community ambassador program with people from different neighborhoods where they have access to an online community. So if you know of other people who have access like this please talk to them and see if they will be willing. And a survey will go out as well

Sara Bollinger-additionally we will talk about the survey questions in the October meeting. We want to make sure you are all ok with the questions we are asking and that they are not leading.

Colin Beirne– should I make a facebook page for this group?

Sara Bollinger– we need to talk to the lawyers about that.

Sanskar Narang– do you have dates carrie for times to meet?

Karrie Catalino – we will discuss.

- Educational videos
- Short-form digital content
- Photo collages and display boards
- Town website and project information
- Printed and digital materials
- Village festival outreach
- Presentations to community organizations
- Outreach to residents who may not ordinarily participate in Town government
- Future community survey

Discussion Questions

- What does the public need to understand at this stage?
- Who are we trying to reach?
- Who might we currently be missing?
- How can we make complex facility issues understandable and accessible?
- How can Study Group members participate in outreach?

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6. Upcoming Outreach & Next Steps

6:50 – 7:00 PM

- Video and visual communications

- Village festival outreach
- Community organizations and stakeholder outreach
- Website and public information
- Future community survey
- Assignments and next steps

Optional Town Hall Walkthrough & Staff Conversations

Following the Meeting

Study Group members are invited to remain after the formal meeting to speak directly with Town employees and see specific areas or conditions discussed during the meeting.

Staff will be available to answer questions and demonstrate issues that may not be readily apparent during a general walkthrough.

Expected Outcomes

By the end of the meeting, the Study Group will have:

- Heard directly from Town Hall employees and department heads about existing facility conditions and operational needs.
- Identified any remaining questions regarding Town Hall.
- Reviewed the draft Interim Study Group Report.
- Refined the approach to community education and outreach.
- Established next steps for upcoming public engagement activities.

Where We Are in the Process

We are continuing to identify and document the problems and needs. We have not identified the solution.

The next phase of the Study Group's work will focus on helping the broader community understand the issues identified to date and creating meaningful opportunities for residents to participate in determining what comes next.