



Medway Town Hall  
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**TOWN OF MEDWAY**  
**COMMONWEALTH OF MASSACHUSETTS**  
**FACILITY REVIEW COMMITTEE**

**Facility Review Committee Meeting**

**February 24, 2022**

**6:30 PM**

**Game Room, Senior Center  
76 Oakland Street, Medway**

6:30 PM

1. Call to Order, roll call and quorum confirmation
2. Introduction of guests
3. Ethics confirmation
4. Status – Interview of facility stakeholders  
*Discuss the following challenges with each facility:*
  - a. Discuss each facility's future with respect to growth
  - b. function
  - c. structure
  - d. MEP systems
  - e. envelope
  - f. environment & experience
5. Evaluation criteria  
*The facility review committee is charged to perform an analysis of Town facilities and provide recommendations of each facility. The following has or will be utilized for evaluation purposes:*
  - a. Review existing reports
  - b. Review existing facilities
  - c. Interview & discuss facilities with stakeholders
  - d. Prepare report with recommendations and priorities
6. Evaluation notes (due date: 2/23/22)
  - a. Each member to provide their notes to Chair for reconciliation
7. Evaluation forms (due date: 2/25/22)
  - a. Each member to provide evaluation forms to Chair for reconciliation
  - b. Each evaluation form to be reconciled within one form for each Facility

8. Preliminary report (due date: 3/25/22)
    - a. Committee assessments for each facility
    - b. Coordination w/ Master Plan Committee
    - c. Coordination w/ other Boards & Committees
    - d. Coordination w/ Capital Planning
  
  9. Preliminary recommendations (due date: 4/22/22)
    - a. Consideration of potential sites
    - b. Consideration of potential acquisitions
    - c. Consideration of New Construction vs Renovations
    - d. Priority assessments
      - Short term
      - Long term
  
  10. Final report
    - a. Incorporation of final assessments
    - b. Incorporation of recommendations
    - c. Incorporation of short-term recommendations
    - d. Incorporation of long-term recommendations
  
  11. Next meeting
    - g. In person
    - h. Date – to be determined
    - i. Location – to be determined
  
  12. Adjourn
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