

## Building and Facilities Committee

Minutes of 1-21-21; Zoom

Members Present: Bowers, Sherman, Bianchi, Beasley, Cross, Cardillo, Hoglund; Absent: Cannon; Others present: "Edward's" – unidentified; for part of meeting

The meeting was called to order at 6:33 p.m. The roll was called, and each member present stated that no one else was in the room with that member.

### 1. *Approval of Minutes*

The minutes of the previous meeting of January 14, 2021, were reviewed by the Committee and were then approved unanimously.

### 2. *Reports*

Rec Dept.: Rip Cross reported that North Branch had additional questions and hoped to have an estimate of costs at the SAU building for the next meeting, on January 28, 2021. Joe Cardillo reported that the Rec. Commission and the Outing Club are continuing their discussions, and it looks most likely that the Rec. Commission will recommend the hiring of a part-time Rec. Director, who will most likely share office space with the Outing Club at its existing space. A new Outing Club building will be some time in the future, as there is much to work out, not least of which is the financing structure and any Town financial involvement. He doesn't believe there is any immediate need to push for space at the SAU building for the Rec. Dept. There was discussion of the potential use of Whipple Hall for Rec. Dept. purposes, in part for the Whipple Hall Subcommittee to have an understanding of what work may be required at Whipple Hall to accommodate this. It is the understanding of the Committee that Whipple Hall is not available for any uses other than Town meetings at present, and will not be until after the Covid issue has retreated. The Committee concluded that these issues may be addressed after more information is available.

Whipple Hall Subcommittee: Phil Sherman reported that the contract with Dennis Mires, Architect, has been approved and signed by the Town Administrator.

Police Station Subcommittee: Phil Sherman reported that the Subcommittee would be meeting with Chief Cobb in the near future regarding safety and security issues.

Academy Building Subcommittee: Peter Bianchi reported that the Subcommittee would be meeting soon.

Transfer Station land: Joe Cardillo reported that there had been no significant activity related to the Selectmen's actions regarding the acquisition/use of State land.

DPW: Peter Hoglund reported that there had been no significant activity related to the possible acquisition of the land abutting the DPW site.

### 3. *Old Business*

The Chair noted that he had a response from Kim Hallquist that no progress had been made since this Committee's request in June, 2019, on adopting a Records Retention Policy and carrying it out. He will ask her for the draft Policy to which she referred in her response. He also reported that Chief Cobb had responded that she would be able to meet with the Committee on Thursday, February 4, and that he had requested she send to him prior to that meeting any materials she would be presenting related to the Stahlman building.

### 4. *Discussion of Fiscal Panel recommendation re CIP Committee*

The Chair noted that the Committee had asked that the recommendation of the Panel on Fiscal Policy (a copy of which the Committee received prior to the last meeting), be discussed at this meeting. Discussion ensued regarding whether this Committee should offer thoughts to the Selectmen on this recommendation, and, if so, what should be stated. There currently exists a CIP Subcommittee of the Planning Board. The authority for this was voted at the Town meeting in March, 1985. The recommendation is that a separate, new, CIP Committee be established by Town vote. To form such a committee, it would be necessary to have a Town vote at Town meeting to rescind the vote granting this authority to the Planning Board and vesting it in a new CIP Committee to be formed by the Selectmen.

There was discussion that the only reason to weigh in on the topic was that the BFC was not consulted by the Planning Board in the consideration of the 2020 CIP (approved in the fall, 2019). This has raised the question of the thoroughness of the process, the procedure itself, and whether the current system adequately addresses the full panoply of concerns, especially as they may arise through other committees of the Town, specifically including the BFC. There was further

discussion of whether the problem identified by this Committee could be resolved if the Planning Board were to formalize its process in a written statement, to include such things as what committees would be consulted in the process.

The conclusion of the Committee was that the Chair would send a Memo to the Selectmen and the Panel on Fiscal Management that (1) does not take a position on which entity should manage the CIP process (a new Committee, or the existing Planning Board process); (2) noting that this Committee has serious concerns about the structure, timing of filing CIP reports, who would be consulted, who would be on the CIP Committee, if formed, and other issues; and, (3) that these matters should be formalized in a charter if there is a new committee, and should be stated in a written policy if the CIP remains with the Planning Board.

#### *5. Discussion of Priorities re buildings/facilities*

The Chair then turned the meeting over to Phil Sherman and Colin Beasley to discuss the analysis which began at an earlier meeting for setting priorities for space requests that have been presented to the Committee. Mr. Sherman presented a spread sheet which categorizes the requests in timetable order, based on the prior meeting's discussions: Priority A = Need in 2022 budget year; Priority B = Need in 2023 budget year; Priority C = Need within 10 years; Priority D = Need in years after 10. Categories A and B have been discussed at the prior meeting. Colin led the discussion, and the Committee reached initial conclusions related to Priorities C and D. Phil will include notations as to these conclusions on the spread sheet and forward it to the Committee. The Committee concluded that it would have to seek additional information in some instances to have a better idea of the actual space requirements and will inquire of departments as appropriate. One department should be the Emergency Management Committee. The Chair will contact Louis Botta and ask if he could attend a meeting on February 18, 2021 for further discussions based on his last report to the Committee. Colin will prepare a draft statement of the discussions so far. It is anticipated that this report will be ready for the February 18, 2021 meeting.

#### *6. Other items to come before the Committee*

None.

#### *7. Action Items*

*Previous (from 1-14-21)*

- A. Chair to follow up with the Selectmen as to the status of the Committee's recommendation in its Preliminary Report that the Town adopt and carry out a records retention policy. **Done**
- B. Phil Sherman, as Chair of the Whipple Hall Subcommittee to present to the Selectmen the contract proposal submitted by Dennis Mires, Architects, with the recommendation of the Committee that it be signed and the fee of \$3,000 paid. **Done**
- C. Chair to contact Chief Cobb regarding her request to consider the Stahlman building as an alternative proposal to meet the needs of the P.D., and determine from her the status of her review and a date when she can meet with the Committee. **Done**
- D. Phil Sherman, as Chair of the Police Station Subcommittee to contact Chief Cobb to set up a time for her to present to that Subcommittee her statement of safety and security needs, as requested of her by the Selectmen at its meeting on December 14, 2020. **Done**
- E. Phil Sherman to prepare and forward to the Chair for distribution a modified spread sheet with the notations discussed by the Committee at its meeting on January 7, 2021. **Done**

*New*

- A. Chair to contact Louis Botta, Emergency Management Committee, and ask if he could attend a meeting on February 18, 2021 for further discussions based on his last report to the Committee.
- B. Colin Beasley to prepare a draft statement of the priorities discussions so far, to be available to the Committee for its meeting on February 18, 2021.
- C. Phil Sherman to prepare and forward to the Chair for distribution a modified spread sheet with the notations discussed by the Committee at its meeting on January 21, 2011.

The next meeting is by Zoom, on Thursday, January 28, at 6:30 p.m.

The meeting adjourned by unanimous consent at 8:40 p.m.

Respectfully submitted,

Robert Bowers, Chair