

Building and Facilities Committee

Minutes of 1-28-21; Zoom

Members Present: Bowers, Sherman, Bianchi, Beasley, Cross, Cardillo, Hoglund, Cannon

The meeting was called to order at 6:30 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 21, 2021, were reviewed by the Committee and were then approved unanimously.

2. *Reports*

Rec Dept.: Rip Cross reported that North Branch hopes to have an estimate of the proposed work at the SAU building by the next meeting on February 4, 2021.

Whipple Subcommittee: Phil Sherman reported that responses had been received from the user group identified by Kim Hallquist, Administrator. The Subcommittee will be meeting Monday, February 1, 2021.

Academy Building Subcommittee: Peter Bianchi reported that the Subcommittee had met Wednesday, January 27, 2021, and had discussed the tour they had taken of the Academy Building and the space needs and availability. There appear to be no space needs in most departments, with the Town Clerk's Office having some concerns. The Subcommittee will meet with Will Kidder, Town Clerk for further clarification. The Subcommittee determined that it cannot adequately address storage needs without the Town adopting and carrying out a Records Retention Policy, which has not yet been done. Moreover, the Town Clerk space needs may hinge on the Covid issue going away. The Subcommittee also wants to better identify the storage that exists in the building for the Emergency Management Committee.

Transfer Station land: Joe Cardillo reported that there had been no further activity regarding the acquisition/use of State land.

DPW: Peter Hoglund reported that the DPW was investigating the location and extent of the wetlands within the land area abutting the DPW site, which is the subject of possible acquisition. Bob Harrington is working on a spread sheet for facilities management and looking into several possibilities for

software platform programs for facilities management. Bob is also trying to find space to put the Roller, Pump located in the sewer building and Matt's carpentry shop on the same campus as the DPW. He thought he could take the recyclables out of the double door building, located on the upper level by the sand tent, and use that building for Matt, roller and pump and maybe a truck. Some upgrades to the building would have to be done. He does want to keep any recyclables until prices are right rather than spend money to get rid them, and said there was really no room in the large transportation building – on the day the Committee toured the DPW there was equipment out which would take up any existing space in the building.

The Chair reported on several items. He, and other members of the Committee, attended the Selectmen's meeting on January 25, 2021, at which the CIP was discussed. At that meeting, Nancy Rollins, Selectman, spoke briefly on the importance of the BFC, the strong make-up of the Committee, with members representing several professions, and that it was essential that its work not be undermined. The Committee voiced its gratitude for this expression of support, as it seemed that its work was perhaps not receiving the support it deserved. He then reported that Bill Helm had called him on Tuesday, January 26, to assure the Committee that his petition to place the possible purchase of the Stahlman building on the Town Warrant was in no way intended to undermine the Committee's work. He stated the Committee was doing important work, and its efforts were valuable. His purpose in proposing the petition was simply to keep that alternative viable in the event that after a full review by the Committee, the Town felt it was worth pursuing. If it were not placed on the Warrant, and it was determined that it was worth pursuing, the chance to purchase the property would most likely have disappeared, as it was not likely to remain on the market for another full year for the next Town meeting.

Mr. Helm also noted that the subject of the petition would be presented to the Budget Committee on Wednesday, February 3, 2021, at 7:00 p.m. He suggested that the BFC may wish to attend that meeting if it wanted to offer any comments. After discussion, the Committee concluded that it would not take any formal position on this privately sought petition.

He then reported that he had received, and forwarded to the Committee, materials that Chief Cobb had sent related to the Stahlman building discussion. Chief Cobb has also scheduled a tour of the building and asked for representation from the Committee. The tour will be tomorrow, Friday, January 29, 2021, at 1:00 p.m. Colin Beasley and Phil Sherman volunteered to attend. The Chair will contact Chief Cobb and tell her that they will meet her at the building at the designated time.

He then reported that he has scheduled Louis Botta to meet with the Committee on February 18, 2021, to further discuss the EMC's needs. Mr. Botta has responded that much has been learned about what may be needed based on their experience with the Covid epidemic. Mr. Botta further asked that the Chair notify him of what the Committee was seeking from him in this discussion. The Chair noted that he had forwarded to the Committee a listing of what appeared to be the Committee's needs for information, and after discussion, the Committee asked the Chair to inform Mr. Botta of the specific information it was requesting.

### 3. *Old Business*

None.

### 4. *Discussion of Purposes of Committee*

The Chair introduced the topic of a statement of purposes for the Committee, and referred the Committee to the background materials he had sent out, specifically the draft statement adopted by the Committee on June 13, 2019. He also noted that he had looked up some samples of a charter for building and facilities committees. Those may be helpful as to a proper format and may offer some guidance on specific responsibilities. However, the Committee should identify those responsibilities which will be unique to this Committee and those should be developed separately. Now that the Committee has some experience it is better positioned to make a recommendation to the Selectmen on the form and content of a charter. He suggested that after discussion it might be valuable for two or three members to put together a more formal proposal for a draft charter.

The Committee discussed the issues and the differences between simply providing information and making recommendations to the Selectmen. After further discussion, it was agreed that Bob Bowers, Phil Sherman, and Rip Cross

would form a working group to formulate a proposed draft charter for further discussion.

5. *Other items to come before the Committee*

None.

6. *Action Items*

*Previous (from 1-21-21)*

- 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. **Done**
- 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. **Pending**
- 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. **Done**

*New*

- A. Chair to prepare a Memorandum to the Selectmen regarding its concerns related to the 2021 Master Plan.
- B. Chair to contact Louis Botta identifying the items the Committee would like him to discuss regarding EMC space needs at its meeting scheduled for February 18, 2021.
- C. Bob Bowers, Phil Sherman, and Rip Cross to prepare a draft charter for review and discussion by the Committee.

The next meeting is by Zoom, on Thursday, February 4, at 6:30 p.m.

The meeting adjourned by unanimous consent at 8:30 p.m.

Respectfully submitted,

Robert Bowers, Chair