

**Building and Facilities Committee**  
**Record of 10-20-21; Syd Crook Room**

Members Present: Beasley, Cardillo, Hoglund, Cannon; Cross

Absent: Bowers; Sherman

The meeting was called to order at 6:30 p.m.

1. *Approval of Minutes*

The record of the previous meeting of September 30, 2021, were reviewed by the Committee and were then approved unanimously.

2. *Reports*

*Whipple Hall Subcommittee:* Rip Cross provided an update on the Selectmen's review of the Whipple Hall RFP for Acoustic Panels and Audio. He reported that Janet Kidder requested more time to review the information and that the Selectmen put off any action until their next meeting. The Committee requested that the Chair contact Kim Hallquist to remind her of the time limit on the RFP responses.

*Facilities Management:* Pete Hoglund provided a read-out on the meeting he, Phil Sherman and Bob Harrington had regarding Facilities Management. They discussed Bob's perception of what is needed and how he feels it may work. Bob agrees that a comprehensive building operation and maintenance system can be documented and then utilize a computer program in support of the O&M system. Many parts of this system are currently in place. Phil offered to draft an outline document to establish the major points of the O&M system, for which Bob can add the details of current practice. Once the O&M system is documented, a computer program can be chosen. Phil believes that off the shelf programs are available for this purpose. Bob referred to the software for the sewer system he uses now and how that has helped him. He does want the same capability for buildings, so that he can capture data, history, work orders, replacement schedules, etc., for the town buildings for which he is responsible.

Ultimately, a decision would be made as to whether the chosen computer program can be populated by Bob and his staff, or if an initial start-up phase should be done by a consultant.

All agreed that this effort does not need to be on the fast track, but efforts should be made to keep it moving. Phil's outline is expected sometime in November.

*Academy Building:* Pete Hoglund provided further context on possible solutions for the Academy Building's space utilization and the possible need for more space for the Town Clerk / Tax Collector. The Committee will address a possible recommendation that would be made to the Selectmen at a future meeting.

3. *Old Business*

None

4. *Other items to come before the Committee.*

It was agreed the Committee will meet once a month, on the third Thursday at 6:30 PM in the Syd Crook Room unless matters requiring more immediate attention requires additional meetings to be scheduled.

5. *Action Items*

*(from 4-1-21; 4-15-21; 5-20-21)*

- A. Pete Hoglund to (1) continue discussions with Bob Harrington regarding the needs and solutions related to the DPW/transfer station, and to gather the relevant information and facts for future discussions with Mr. Harrington and the Committee; (2) continue discussions with Bob Harrington, Mike Williams, and Phil Sherman to analyze facilities management issues; and (3) meet with Bob Harrington to review possible changes at the transfer station to accommodate current needs. **Ongoing.**
- B. Phil Sherman to draft an outline document to establish the major points of the O&M system as part of the Facilities Management investigations. **November.**
- C. Colin Beasley to Notify Kim Hallquist of the Whipple Hall of the time limit on the Whipple Hall RFP responses.

The next meeting will be Thursday, November 18, 2021 at 6:30 p.m., in the Syd Crook Room of the Academy Building.

The meeting adjourned by unanimous consent at 7:15 p.m.

Respectfully submitted,  
Colin Beasley, Chair