

Building and Facilities Committee

Minutes of 12-10-20; Zoom

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

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, with the exception of one, whose wife was in the room.

1. Approval of Minutes

The minutes of the previous meeting of December 3, 2020, were reviewed by the Committee and were then approved unanimously.

2. Old Business

The Chair requested that Joe Cardillo work with the Selectmen on behalf of the Committee with regard to the inquiry related to the possible purchase of State land for the transfer station, as reflected in the Minutes of December 3, 2020. He agreed to do so. John Cannon reported that the Selectmen were aware of this and had begun to proceed on the matter.

Phil Sherman reported on the meeting of the Subcommittee on December 10, 2020. The Chair reported on his presentation along with Colin Beasley to the Citizens Advisory Committee on December 5, 2020; and his presentation to the Selectmen on November 30, 2020, and on December 7, 2020. He noted that the CAC will have them back to make a presentation related solely to the Police Department once Chief Cobb has further looked into the possibility of purchasing the Stahlman building for a police station, and has vetted it with this Committee. At that meeting, Celeste Cook, Welfare Officer, had noted that material necessary for her duties were previously stored in the closet space in the Syd Crook Room, but that this space was now utilized by the EMT for its purposes. She will not be able to function properly and interview clients without removing the materials which now need to be stored in her office, so additional storage space is needed. He also informed the Committee that he had requested further data from Will Kidder, Town Clerk, regarding his recent report of increased activity and space needs, and that Will will follow up with that information. Peter Bianchi inquired as to the current use of the room opening from the main hallway, next to the bathrooms. John Cannon will ascertain what that room is being used for.

Joe Cardillo and Colin Beasley reported on their attendance at the Recreation Commission meeting with the Outing Club on December 9, 2020. Rip Cross reported that he had conveyed to North Branch the information on renovations to the SAU space.

There ensued discussion on the topic of Rec Dept. space. There was concern expressed on the order of decisions to be made and the effect on subsequent decisions in this process. From the discussion at the Rec. Commission meeting, they may be looking at more than replacing the space at the Buker building, since they concluded that the SAU space was not of sufficient size, when, in fact, the space is about double that available at the Buker building. The Rec. Commission also felt it would be too costly to renovate the SAU space compared to construction of a steel building at the Outing Club property, without citing actual cost estimates for either choice. If the Rec. Commission is planning to make do until an agreement with and construction of a new facility by the Outing Club, including for Rec. Dept. use, then there may be no need for an interim solution such as the SAU space. The Committee will await any conclusions and recommendations of the Recreation Commission on the issue. The Committee concluded it should move forward on getting a cost estimate for renovations to the SAU space in order to have relatively hard numbers for the work to share with the Selectmen and the Rec Commission. Phil Sherman also stated that the Subcommittee, in its analysis of renovation needs at Whipple Hall would need to know what the Rec. Commission sees as intended uses of Whipple Hall for Rec. Dept. purposes. It will make a difference as to the design requirements. The Committee felt that Whipple Hall should not be used for active sports or similar activities.

The Committee then discussed the issues of Chief Cobb making a presentation to the Committee regarding her interest in the Stahlman building for use as a police station, and the apparent discrepancies between the Committee's conclusions regarding renovations to the Buker building for the Police Department and Chief Cobb's conclusions, as represented by her presentations to the Selectmen on October 14, 2020, and to the CAC on December 5, 2020. The Committee concluded that the Chair would contact Chief Cobb and ask that she let him know when she has gathered such information as she thought necessary

related to the Stahlman building and would be prepared to present an organized overview and plan related to her concept; and to have a deeper discussion on her concerns and how the Committee and the Police Department can sort through any differences and work together on a unified statement of what can and cannot be accomplished by renovations to the Buker building.

3. *Discussion of Priorities re buildings/facilities*

The Chair introduced an outline for the Committee's consideration as to what might be the priorities for consideration as to the buildings and facilities reviewed to date by the Committee. Phil Sherman suggested that before proceeding on a building by building analysis, it would perhaps be better to establish priorities as an overall template. For example:

- A. Establish a system for maintenance and capital expense for maintenance, including preventive maintenance; and for capital expenditures
- B. Establish a process for project management
- C. Establish order of importance for projects
- D. Analyze needs by categories, such as new office space needs, storage space needs, specialty uses needs
- E. Within this system of analysis include: 1. List the facilities; 2. Establish a spread sheet related to maintenance – what needs to be done; establish system for making sure it is done timely and correctly; 3. Establish a spread sheet and system for preventative maintenance; 4. Establish a system for projects and project maintenance; 5. Establish a spread sheet of priorities for projects, including anticipated costs and whether bond issues would be advised.

Colin Beasley suggested that the Committee would need to establish how to go about prioritizing requests for funding. The analysis should be prospective and define how to assess when crucial needs arise and how to respond, including determining a range of costs. Then, the Committee could make a recommendation based on this analysis. *E.g.*, what should be done "today;" what should be done later; and what should be held in abeyance on a wait-and-see basis. He also noted that the analysis should include a determination

to the extent possible of any long-term savings associated with maintenance needs/requests.

Phil Sherman then noted that Tracy Memorial Library had provided to the Subcommittee materials related to the installation of a sprinkler system at the Library. He and Rip Cross stated that there were issues related to that which should be resolved prior to any work proceeding. For example, the cost bid does not adequately take into account other necessary work which will need to be done based on the proposal, and this should be defined before proceeding; and, the work proposed does not properly take into account the historic value of the building, and installing the system in a proper way to protect its historic importance. Moreover, there might be cost savings by incorporating that work with sprinkler work contemplated for the Buker building and Whipple Hall. After discussion, the Committee requested that the Chair contact the Selectmen and Sandra Licks, Director, TML, and ask that the work be delayed until these issues were resolved.

4. *Other items to come before the Committee*

None.

5. *Action Items.*

a. Chair to contact Chief Cobb and ask that she let him know when she would be prepared to meet with the Committee to (a) discuss the Stahlman building option she has proposed, after she has gathered such information as she thinks necessary which is related to the Stahlman building and is prepared to present an organized overview and plan related to her concept; and (b) have a deeper discussion on her concerns and how the Committee and the Police Department can sort through any differences and work together on a unified statement of what can and cannot be accomplished by renovations to the Buker building.

b. Chair to contact the Selectmen and Sandra Licks, Director, TML, and ask that the work for installing a sprinkler system at Tracy Memorial Library be delayed until the following issues are resolved:

(1) the cost bid does not adequately take into account other necessary work which will need to be done based on the proposal, and this should be defined before proceeding;

(2) the work proposed does not properly take into account the historic value of the building, and installing the system in a proper way to protect its historic importance; and,

(3) there might be cost savings by incorporating that work with sprinkler work contemplated for the Buker building and Whipple Hall.

The next meeting is by Zoom, on Thursday, December 17, at 6:30 p.m.

The meeting adjourned by unanimous consent at 8:10 p.m.

Respectfully submitted,

Robert Bowers, Chair