

Building and Facilities Committee
Record of 12-16-21; Syd Crook Rom, Academy Building

Members Present: Beasley, Cardillo, Hoglund, Bowers, Sherman, Cross, Cannon;
The meeting was called to order at 6:00 p.m.

1. *Approval of Minutes*

The record of the previous meeting of November 18, 2021, was reviewed by the Committee and approved unanimously.

2. *Reports*

Whipple Hall Subcommittee: Phil Sherman reported that work is progressing, with some issues being worked through. Wording for the Warrant Article is being developed.

DPW/transfer station: Peter Hoglund reported that VHB engineering had viewed the site and has proposed to do wetlands mapping at an estimated cost of \$1,000; and would follow up with an overlay of the entire site at an estimate of \$5,000. Bob Harrington is reviewing the proposals but also has another engineering firm who may do it for less. It is up to Bob Harrington to make the decisions. Phil Sherman noted that there may be wetlands mapping available already from the earlier study by Sanborn Head, which this Committee earlier reviewed.

Facilities management: Peter Hoglund reported that the facilities management review is ongoing.

Academy Building Subcommittee: Joe Cardillo reported that the Subcommittee has looked at the stated need of the Clerk's Office to expand the size of the office. The Subcommittee's conclusion is that there is sufficient space in the Academy building to do so if needed. There followed discussion that expansion into additional space should not be pursued before first analyzing actual use of the space; changes in procedures that may affect space use, such as establishing an appointment system and the effect of residents switching to on-line use instead of coming into the office; rearranging the office itself, perhaps with different furniture, for greater efficiencies; and installation of a second service window after re-examining how that might be done effectively (the Committee noted that the Fire Chief had raised some questions about one possible location that would need to be addressed). These steps are set forth as a recommendation in the Investment Report to the Selectmen, and the Committee agreed that this is something to be addressed by the Town Administrator/Selectmen and is not a Committee responsibility.

Police Station Site Review Subcommittee: Bob Bowers reported that Chief Cobb, Chair of the Subcommittee could not be present and at her request he will present the report. Chief Cobb was elected Chair at the first meeting and Bob Bowers was selected to take the record of the meetings. Chief Cobb set forth an initial ideal scenario for a new police

station at the first meeting, and provided a statement of that scenario at the second meeting, to include that it is preferred that it be on two acres, have a building that is 12,000-14,000 gsf, and have 40 parking spaces. The Subcommittee has also begun discussions on what might be minimum requirements. He has agreed to compile a consolidated list of possible sites to be discussed at the next meeting (January 4, 2022) to include properties that are for sale, properties owned by the Town, and properties that might make a good site but which are not for sale. Some of these properties have been discussed, and the effort will be to remove those that do not seem likely candidates in order to reduce the list to a more manageable discussion. The Committee stated that it is necessary to establish a list of criteria to measure against each property being considered, and the Committee would like to have that list presented to them. Bob Bowers stated that the Subcommittee will be discussing this and a list has already been partly developed in the body of the Chief Cobb's presentation.

The Committee also recommended that the Subcommittee establish as part of its report to the full Committee a general estimate of development costs as to each parcel in the final list being considered. Rip Cross stated that his company had the expertise to put together such estimates, which is part of what his business does routinely, and would be glad to run the numbers on the sites under final consideration. Bob Bowers will report these two requests to the Subcommittee at its next meeting.

3. *Old Business*

The Chair reported that Kim Hallquist, Town Administrator, had made some suggestions for changes to the Report of the Committee to the Town, for the Annual Town Report, and that some were good suggestions which he will adopt. He will make some editing changes to some of the language where she had additional comments but won't change the substance of the report. He discussed these suggested changes with the Committee and will send out a new draft for Committee members to review before resubmitting it for publication in the Annual Town Report.

The earlier proposal to discuss a suggested request to the Selectmen to pursue low-cost actions to improve and enhance conditions at the police station/site was again postponed to a later meeting. The Chair reported that some of these suggested changes had been discussed at the last Budget Committee meeting and Kim Hallquist has stated that there was sufficient funding in the budget to make some of those changes if the Selectmen opted to do so.

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

None.

5. *Action Items*

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

- A. Pete Hogle 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.**

11-18-21

- A. Chair to inform the Selectmen of the conclusions of the Committee as to the task and role of the Subcommittee for their information and for any modifications or input they may have. **Done.**
- B. Chair to set up date and time for the Police Station Site Review Subcommittee to meet. **Done.**

The next meeting will be Thursday, January 20, 2022 at 6:00 p.m., in the Syd Crook Room of the Academy Building.

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

Respectfully submitted,
Colin Beasley, Chair