

Building and Facilities Committee

Minutes of 12-17-20; Zoom

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

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 10, 2020, were reviewed by the Committee and were then approved unanimously.

2. *Old Business*

The Chair reported that he had discussed with Sandra Licks, Director, the Committee's concerns re the installation of a sprinkler at Tracy Library, prior to sending the memo requested by the Committee to her and to the Selectmen. She informed him that she would address this with the Library Board at its meeting on December 17, 2020. He also reported that the request to Chief Cobb reviewed by the Committee would be sent out.

Facilities management was discussed, and Peter Hogle volunteered to be the liaison with Bob Harrington, Director, DPW, on this matter.

Phil Sherman reported on the Subcommittee.

3. *Discussion of Priorities re buildings/facilities*

The Chair then turned the meeting over to Phil Sherman to discuss an analysis for setting priorities for space requests that have been presented to the Committee. Mr. Sherman presented a spread sheet which attempted to categorize the requests, to include for now, Storage 1 (close at hand needs); Storage 2 (off-site storage); Office Space; Specialty; and Infrastructure. He explained that the "Specialty" category was simply a way to include one-of-a-kind requests and could be changed to accommodate the Committee's conversation as it is developed. He offered as an example that analyzing and doing the work at Whipple Hall to make that space suitable for meetings could be considered a currently funded priority for the coming year, and, in that case would be categorized as an "A" for discussion purposes. "B" would be requests that warrant discussion for the next budget cycle (2023); "C" would be those that did

not appear to require action until after that cycle, and out through, perhaps, 10 years; and, “D” would be those requests which could realistically be held for future discussions to be attended to in years 11 and later. There ensued discussion regarding the various requests that have been made and the timeline that might be appropriate. 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. The discussion of these matters will continue at the next meeting of the Committee on January 7, 2021. When this discussion is completed, the Committee will discuss potential resolutions.

4. *Other items to come before the Committee*

None.

5. *Action Items.*

a. Phil Sherman to revise and forward to the Committee a draft spread sheet outlining priorities as discussed.

The next meeting is by Zoom, on Thursday, January 7, at 6:30 p.m.

The meeting adjourned by unanimous consent at 8:20 p.m.

Respectfully submitted,

Robert Bowers, Chair