

Building and Facilities Committee

Minutes of 2-11-21; Zoom

Members Present: Bowers, Sherman, Bianchi, Cross, Hoglund, Cannon;

Absent: Cardillo, Beasley

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 February 4, 2021, were reviewed by the Committee and were then approved unanimously.

2. *Reports*

Rec Dept.: The Chair reported that he had forwarded the cost estimate for the proposed work at the SAU building to Justin Garzia, Chair, Recreation Committee; and that Justin had responded that he would share that information with the Outing Club. Justin also proposed a meeting to discuss this with the Chair further, to include Peter Smith, Outing Club Chair.

Whipple Subcommittee: No report.

Buker Building/P.D. safety and security: Mr. Sherman reported that there had been discussions regarding the potential for water damage to the equipment in the communications room and a possible solution. He will be following up on that, and then Chief Cobb will be tasked with carrying it out.

Police Station Subcommittee: Mr. Sherman reported that he had viewed the site plans for the Stahlman building Planning Board approvals with Adam Ricker. The town is not required to comply with the terms of the Planning Board approval, however they may choose to do so. He also took additional measurements of the building and confirmed that the background floor plan drawings used by Frank Anzalone appear to be accurate enough for planning purposes. Chief Cobb will be working with Beltronics to get the information needed related to the communications tower questions. The Subcommittee also talked about some of the issues related to the Buker building and the resolution of those issues. They will be working with Chief Cobb in future meetings to attempt to resolve some of those concerns.

The Chair reported that his understanding from his communications with Kim Hallquist, Administrator, is that Mr. Helm's petition has been filed and will be on the Warrant; that the Selectmen have the option to add Warrant articles (which could include Mr. Helm's petitioned article) up until the time the Warrant is posted; and that if any article included by the Selectmen required the raising of funds it must go through the public budget hearing (as would the article petitioned by Mr. Helms). The deadline for the public hearing is May 14, but she expects the budget hearing to be on May 5, or perhaps earlier – that is up to the Budget Committee. The latest date for a bond hearing (as requested in Mr. Helms' petition) is May 24, but she expects it could be as early as mid-April; and is likely to be the first Monday in May (May 3) to coincide with a Selectmen's meeting.

He then noted that since the Petitioned article will be a subject of discussion at the Town meeting in June, the Committee should be prepared to address that issue, and should plan to make some presentation to the Town at large prior to Town meeting. He believes that Mr. Helms' request to the Committee is that it have its analysis and any recommendation ready by the budget hearing date (May 5 or May 14, at the latest). He then inquired of the Committee as to the timing and approach the presentation. He reminded the Committee that it was already intended to make a presentation to the Citizens Advisory Committee as soon as the Stahlman review is completed.

Peter Hogle stated that the next meeting of the CAC is the first Saturday in April (April 3, 2021), and that an inquiry was made at the last meeting about having further information on the police station review brought to the CAC. Phil Sherman stated that he expected to have estimates on the cost of renovations, and a list of other costs associated with the Stahlman building that are not included in that specific estimate, within a month (mid-March). He is also hopeful that the Subcommittee will have many of the issues related to space needs and layout at the Buker building resolved. Thus, the Committee should have sufficient information and analysis by mid- March, or the end of March, to make presentations to the public, after the Committee has reported on these matters directly to the Selectmen.

Academy Building Subcommittee: Peter Bianchi reported that the Subcommittee is awaiting further input from Will Kidder, Town Clerk, before pursuing further discussions on the needs at the Academy building.

Transfer Station land: no report

DPW: Peter Hoglund reported that he anticipated receiving the facilities management spreadsheet from Bob Harrington when the winter workload is less severe.

3. *Old Business*

None.

4. *Discussion of Charter*

The Chair reported that he, Phil Sherman, and Rip Cross had developed a proposal for a charter for this Committee, which he has forwarded to the Committee for their review. It has been developed using the charters of other building and facilities committees available on the net and tailored to our specific responsibilities. He noted that the Committee should bear in mind that this is an attempt to put in writing what we believe the Selectmen intended in forming the Committee, while including what the responsibilities would appear to be based on this Committee's experience thus far. Thus, the Committee should review it and offer comments based on trying to formulate into words what we believe the Selectmen intended, as well as our own experience.

There was general discussion of the purposes and responsibilities of the Committee, as well as whether the Committee should weigh in on the charter format. The main discussion centered on the purpose and responsibilities of the Committee, with the suggestion that they be combined and reworked. There was both a concern that using the term "responsibilities" implied a greater role than was the purpose of the Committee, which was to assist and advise the Selectmen, and respond to their requests. There was also some sense that the statement should be general enough to allow room to deal with issues as they arose, while some thought it should be more specific, perhaps including a statement regarding specific projects for review requested by the Selectmen. There was also some discussion regarding the current work of the Committee as compared to what it might be in the future, if this is a standing committee. The Committee should not be involved in carrying out projects, but simply gathering information and

analyzing issues in response to requests from the Selectmen, or possibly directly from departments. There was also discussion on whether, and when, the Committee should be proactive in any matters, and how much it should be involved in projecting out work scheduling for projects the Committee concludes needs to be done. John Cannon noted that this Committee was a good example of how residents can be active and effective, which encourages others to volunteer for other committees. Phil Sherman noted that there is a difference between “advice” and “leadership and oversight,” and the Committee should at this point be providing advice. Peter Bianchi pointed out that some of what was included in the discussion of responsibilities was more appropriately within the province of a facilities manager.

Any proposal should be presented to the Selectmen for their consideration as representing some thoughts of the Committee on the topic. It is the Selectmen who decide these issues, and the Committee’s input should be clearly stated to be suggestions only.

The Chair will attempt to rewrite the charter to take into account all these concerns, and the working group will review it and present to the Committee a different version.

5. *Other items to come before the Committee*

None.

6. *Action Items*

Previous (from 1-21-28)

A. Colin Beasley to prepare a draft statement of the priorities discussions so far, for the Committee meeting on February 18, 2021. **Pending**

(from 1-28-21)

A. Bob Bowers, Phil Sherman, and Rip Cross to prepare a draft charter for review and discussion by the Committee. **Done**

(from 2-4-21)

A. Chair to contact Kim Hallquist to obtain the specific date by which a petition must be filed to be on the Town Warrant for the June meeting. **Done**

B. Chief Cobb to obtain from the real estate broker a copy of the Warranty Deed to Bob Stahlman (or his designee) of the property. **Reassigned by the Subcommittee to Colin Beasley.**

New

A. Chair to contact Maureen Prohl to suggest that the Committee meet with the CAC at its April 3, 2021, meeting to discuss the status of its analysis regarding the Police Department.

B. Chair to prepare new draft of proposed charter and submit it to working group for review, and subsequent presentation to the Committee.

The next meeting is by Zoom, on Thursday, February 18, at 6:30 p.m.

The meeting adjourned by unanimous consent at 7:57 p.m.

Respectfully submitted,

Robert Bowers, Chair