

Building and Facilities Committee

Minutes of 4-22-21; Zoom

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

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 April 15, 2021, were reviewed by the Committee and were then approved unanimously.

2. *Reports*

The Chair reported on the Selectmen's meeting of April 19, 2021; and on the Budget Committee's meeting of April 21, 2021. There will be a public Budget Committee hearing on the budget on May 6, 2021. Town meeting will be at the Historical Society grounds. The BFC Charter was amended by the Selectmen to include that the purposes shall be reviewed at least every two years.

Mr. Hoglund reported on discussions that are proceeding with the DPW on a facilities management program and on a site review at the transfer station. They plan to visit, on May 4, 2021, the Walpole, Mass. transfer station which is set up well.

3. *Old Business*

a. Taking stock – what has been completed; what remains; next steps

The Chair introduced for discussion the topic of those facilities for which BFC reviews appear to have been completed; and those for which further discussion and analysis is necessary. Peter Hoglund stated that he had asked Bob Harrington to indicate the priorities for the various needs he has reported to the Committee, which he has done. He will forward that to Colin Beasley, who will incorporate it into the report he is working on. Mr. Cross noted that the report Colin is working on is in the nature of a strategic plan which outlines the stated needs and proposes a timeline for dealing with them. Further discussion was that the Committee would continue to have a role in monitoring progress in attending to these stated needs and will remain engaged in the process. It was also discussed that additional matters would likely arise over the coming years at the request of the Selectmen for review and analysis by the Committee. The matters which remain to be discussed and sorted out are, presently: (1) Emergency Management Committee (EMC) request for an office, and a solution to any storage needs that remain; (2) Police Department (P.D.) concerns and location; (3) Department of Public Works (DPW) – heated storage for pump at sewer plant, other space and storage issues faced by DPW at its primary site, transfer station needs and issues; and (4) Storage in general – EMC storage (Academy Building, Whipple Hall basement, DPW garage, other); Rec. Dept. storage (sewer plant office building and outbuildings, Buker Building former office space, Whipple Hall balcony, other); records and file storage, and other general storage

needs related to several departments (Finance records at transfer station, other records of Boards, Committees, and departments, possibly additional storage for Archives); and the location of solutions to those needs, which would necessarily include adoption of a Town retention policy for all such records and the carrying out of that policy in order to better determine storage needs.

Agenda items will be scheduled for a discussion of these issues. The Chair will contact the Selectmen regarding the status of adopting and carrying out a retention policy, and the Recreation Commission for its input regarding the storage needs it will have after taking a full inventory and determining if there are items that no longer need to be kept.

4. *Action Items*

(from 4-1-21)

A. Peter Hogle to discuss with Bob Harrington his thoughts on 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. **In process.**

(4-15-21)

B. Peter Hogle to confer with Bob Harrington, Mike Williams, and Phil Sherman to establish meetings and discussions to analyze facilities software issues. **In process.**

(present)

C. Chair to contact Selectmen re retention policy, and Rec. Commission re storage needs.

The next meeting to be determined.

The meeting adjourned by unanimous consent at 7:41 p.m.

Respectfully submitted,
Robert Bowers, Chair