

Building and Facilities Committee
Minutes of 5-30-19 (approved 6-6-19)
TML meeting room; 6:30pm

Members Present: Bowers, Beasley, Cannon, Lewis, Williams, Bianchi, Sherman,
Cross; Cardillo; Hogland

The meeting was called to order at 6:35 p.m.

1. *Approval of Minutes*

Mr. Beasley noted that it was not his recollection that the Committee had approved future contract involvement by Mr. Cross in construction projects as had been set forth in the draft of the minutes for May 23. Mr. Cross agreed that that was not his, or the Committee's intent. The minutes were then amended to reflect that change, and approved unanimously as amended.

2. *Reports*

Mr. Cross reported that he had been in contact with Kim Hallquist regarding a contractor's meeting for the Buker building work, but he was not able to attend. He thought it would be helpful if he met with Kim and Bob Harrington to work through their relative roles with regard to the project, and how they would interact in the process. The Committee suggested that the Chair contact Kim to arrange such a meeting, and he will do so.

3. *Discussion of Committee Charter/Charge from Selectmen*

The Chair noted that Mr. Sherman had prepared an assessment for the Committee's consideration, setting forth a general outline for discussion purposes of the purpose and goals of the Committee and the issues and information which would likely be pursued. The Chair also presented a synopsis of additional comments he had received with regard to this issue. The Chair thanked Mr. Sherman for his efforts; it is a great help to the Committee in attempting sort through the purposes and goals of the Committee. Mr. Sherman noted that there appeared to be three broad areas involved in the analysis of the charge to the Committee: the three general areas seem to Mr. Sherman to include 1. the construction

process/controls/management etc., 2. the assessment of the buildings, and then 3. issues related to a building inspector. The first would appear to be something to postpone for now, and take up later, after dealing with the second issue. The second area was the more specific charge to assess the condition of and use of the buildings/facilities owned by the Town. It is to this issue that he has prepared the Assessment draft under review. The third area is that of building inspector, and he noted that this is a separate subject requiring a different analysis, and should probably be deferred by the Committee until after the more immediate subject addressed by the Assessment has been worked through.

The consensus of the Committee was that this was an appropriate analysis and approach.

The Committee then addressed the draft outline Assessment prepared by Mr. Sherman. Mr. Beasley noted that during, or at the end of this analysis and the deliberations of the Committee, there should be a proposal which would institutionalize the process, so that it would be followed by the Town both as to continued monitoring of existing buildings, and as applicable to new construction or additions to structures and facilities. After lengthy discussion, the Committee proposed some changes to the statement of purpose, which the Chair will incorporate into the draft proposal and send to the Members of the Committee. Each Committee Member will then review that proposal and send to the Chair suggested changes, additions, or deletions. The Chair will consolidate those suggestions and send them to the Committee for further discussion at the next meeting.

4. Discussion of next steps/future meetings.

The Chair distributed hard copies of the Mires Report and the Harriman Report, which were provided by the Town Administrator, for each member of the Committee. These reports have been electronically posted on the Town's web site under the listing for this Committee. These will be analyzed and reviewed at a future meeting.

Mr. Bianchi noted that the reference to the Town's population in Document 2, distributed at the last meeting (May 23), quoted from the Master Plan Survey (2019), was incorrect; and that the Town population as of the last

census was 4397, which included the Colby-Sawyer College students. He also stated that it should be clear to the Committee that the references in that Document 2 to including information from COA and the Outing Club, and other non-Town entities, would not include any analysis by the Committee of buildings used/owned by those entities.

The Committee discussed next steps and concluded that the agenda for the next meeting would continue the discussion of the Assessment topic.

5. *Action Items.*

- a. Chair to contact Kim Hallquist to request that a meeting be set up among her, Rip Cross and Bob Harrington to work through their relative roles with regard to the project, and how they would interact in the process.
- b. Chair to request of Kim Hallquist hard copies of the Capital Improvement Plan for distribution to the Committee.
- c. Chair to request of Kim Hallquist hard copies of any and all reports which may exist of conditions/construction or similar analyses/investigations of other Town buildings (in addition to the Mires and Harriman reports) for the Committee.
- d. Chair to notify Kim Hallquist that the Committee will in future wish to physically view all buildings/facilities with the attendance of appropriate department personnel, to have a broader view of what is entailed for each building/facility.
- e. Chair to contact Asst. Town Admin. to post notice of next meeting, and next meeting's agenda.

The next meeting will be held in the Syd Crook Room of the Academy Building on Thursday, June 9, at 6:30 p.m.

The meeting adjourned by unanimous consent at 7:53 p.m.

Respectfully submitted

Bob Bowers, Chair/Secretary