

**Building and Facilities Committee**  
**Minutes of 7-15-21; Whipple Hall**

Members Present: Cannon, Hogle, Bowers, Sherman, Cardillo, Beasley;

Absent: Cross, Bianchi

The meeting was called to order at 6:30 p.m.

*1. Approval of Minutes*

The minutes of the previous meeting of June 24, 2021, were reviewed by the Committee and were then approved unanimously.

*2. Reports*

*Whipple Hall Subcommittee:* Mr. Sherman reported that the final draft of its report to the Committee is being reviewed and should be finalized soon. He asked the Committee if recommendations to the Selectmen would be included in its report to the Selectmen. The consensus was that any recommendations for work to be done were already contained in the Investment Report. The details of the work proposed should simply be outlined and it would be the task of the Selectmen to determine specifics of any work to be done, and the priorities assigned.

*DPW:* Peter Hogle reported that Sean, who runs the transfer station, has resigned, and that has created new difficulties for Bob Harrington in moving forward with work to be done there. He is looking for a new hire, but it is a difficult market. Trailer storage remains the primary concern and will require some engineering to accomplish. The swap shop is in operation, and Bob hopes to move it to a new location away from the recycling bins. Bob has not yet found facilities software which would meet the needs of the Town. Phil agreed to take a look at the issue and see if he can find some possibilities.

The Chair reported that he attended a meeting with Nancy Rollins, Selectmen, and Paul Gorman, Chair, Planning Board on Tuesday to begin the discussion of how and what to present to a Town-wide community meeting on the needs and priorities of the Town on the various projects contemplated by the Building and Facilities Committee and the CIP and Master Plan prepared by the Planning Board. He asked for input from the Committee on what it thought important in this process for upcoming discussions this coming Tuesday, July 20, 2021.

The Committee discussed a number of matters related to this, including that a list of budget impacting initiatives should include a dollar value (an estimate if necessary) and, if possible, a tax impact estimate. That data will provide an

important reference for attendees. The list of priorities to be discussed should be a combination of those issues the Planning Board feels necessary for discussion with the list developed by the Committee and set forth in its Investment Report to the Selectmen; along with other priorities the Selectmen are considering that will have a significant cost impact on the Town. Tuesday's meeting should develop this list, merging those issues that are the same, and noting the differences where they exist. It was noted that there may be items on the list for which there is no budget estimate so a place-holder amount should be included in any presentation to put things in a financial context. Also, there may be things on the list for which the Town does not have a definition, such as a community center, which has been raised by some residents as a need. Any discussion on questions such as that, if it is considered to be a priority by residents at that meeting, would require substantial work to define what that means (what will be included in the activities/functions, where should it be located, what would it cost to construct, how would it be staffed, and what would it cost for ongoing maintenance and its staffing, and carrying costs).

The Committee also noted that although workforce housing has been raised as an issue, it would not appear to have the financial impact of other projects which have been discussed, as it is most likely to be a privately funded project and the Town's role is likely to be one of modifying zoning and subdivision questions. It is also an issue being fully explored by the Town Housing Commission, which is still in its early stages of discussion.

The Committee also suggested that appropriate Planning Board and Committee representatives should be available at that meeting to explain the process for developing the investment list each had prepared and sent to the Selectmen, and the work conducted with the data supporting the recommendations of each. This would include not only the BFC and Planning Board, but such other committee(s) as the Selectmen feel would be appropriate, and which the Selectmen would invite to discuss any Town investment issues they might have. In this regard, it was noted that the Energy Committee may have projects it would like discussed, and that the Water Precinct has a development plan in the works for major water main replacement on Main Street.

The Committee also felt that the Selectmen should be in charge of and run the meeting, with such assistance (*e.g.*, a moderator) as it felt was needed and, as the Selectmen deem appropriate, calling on those individuals with specific knowledge of

any issues being discussed at that meeting in order to address any questions posed by an attendee. It is the Selectmen who should lead the community in a discussion about priorities.

The Chair noted that Paul Gorman had suggested a charrette format for discussions for community input. The Committee felt that would not be appropriate at the beginning, if at all, as the purpose of the meeting should be to inform the Town residents of the issues that have already been identified by both the BFC and the Planning Board through its CIP process and the Master Plan process (which had already included a charrette format), to respond to questions on those identified issues raised at that meeting by residents, and to get public input to the selectmen so they can make informed decisions. If it is done at all, it should be after one or two meetings held to inform the residents of the issues identified, give them full information on the development and reasoning behind each recommendation, and the costs of each, and respond to questions, so that the residents would be fully informed before being asked to weigh in on which priorities should be pursued first.

As a final matter, the Chair noted that he had addressed to Paul Gorman the subject of the Committee being fully included in the CIP process, which had already begun, without notice to the BFC or an invitation to be a part of the process, as had been done for the Budget Committee. Selectmen Rollins also inquired of Paul regarding this issue, and Paul has said the BFC will in fact be included in the CIP process. As of this meeting, the Chair has not received a response to his written follow-up to Paul.

3. *Old Business*

None.

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

None.

5. *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. **Ongoing.**

(4-15-21)

- B. Peter Hogleund to confer with Bob Harrington, Mike Williams, and Phil Sherman to establish meetings and discussions to analyze facilities software issues. **Ongoing.**

(5-20-21)

- C. Peter Hogleund to meet with Bob Harrington, John Manaras, and Bob Brown to review possible changes at the transfer station to accommodate current needs. **Ongoing.**

(6-24-21)

- D. Colin Beasley to forward to the Selectmen the approved Building and Facilities Investment Report. **Done.**

The next meeting will be on Thursday, July 22, 2021, at 6:30 p.m., in the Syd Crook Room of the Academy Building.

The meeting adjourned by unanimous consent at 7:38 p.m.

Respectfully submitted,  
Colin Beasley, Chair