

**Building and Facilities Committee**  
**Record of 2-17-22; Syd Crook Rom, Academy Building**

Members Present: Beasley, Cardillo, Hoglund, Bowers, Sherman, Cross, Cannon

Also present: Bill Helm

The meeting was called to order at 6:00 p.m.

1. *Approval of Minutes*

The record of the previous meeting of January 20, 2022, was reviewed by the Committee and approved unanimously.

2. *Reports*

*Police Station Site Review Subcommittee:* Joe Cardillo reported that the committee was down to seven sites under consideration, and will begin the process of analyzing the pros and cons of those at the next meeting.

*Whipple Hall Subcommittee:* Phil Sherman reported that the Selectmen had decided to hold off on installing the shades for the arched portions of the windows; and the audio-visual system should be done in two weeks or so.

*Academy Building Subcommittee:* No report.

*Facilities management:* No report.

*DPW/transfer station:* No report.

3. *Old Business*

The Chair inquired of the committee whether it wished to offer thoughts to the Selectmen regarding the Category C actions set forth in the Priorities Report. These include installation of sprinklers at the Town garage, sewer pump storage, roller storage, and general storage and digitization. There followed general discussion of these issues, with specific discussion that digitization of records must first be accomplished before overall storage needs can be addressed. The Chair will contact Kim Hallquist, Town Administrator, regarding the actions being taken to move forward on storage needs in terms of square footage requirements. He will also talk to Paul Gorman, Chair, Planning Board, about the Planning Board and this Committee working together to assess capital needs of the Town.

The Chair noted that another item in Category C is the Town Clerk's office. He noted that the Committee had earlier concluded that the Town Clerk needed to assess how things are working and what may have affected the assessment of needs with new procedures and efficiencies generated by changes due to covid, *e.g.*, drop box use, email transactions, online transactions, etc. There followed discussions on the request at the beginning of this Committee's review by Linda Nicols, the then-Town Clerk, for a second window for serving residents. This Committee had concluded that this was a good idea that should be taken care of within the administrative structure. This has not been accomplished, and Will Kidder, Town Clerk, had renewed that request when he presented his concerns to this Committee. At that

time, the Committee had reached the same conclusion that it should be attended to, but that the proper process was to see that it was accomplished through the administrative process. Bob Bowers inquired about prior reports that Jay Lyon, Fire Chief, had concluded that there were problems associated with installing a second window in the doorway from the office to the waiting room. He said he didn't understand what the problem was, or why it couldn't be installed at a different location. He expressed confusion as to why, if this was a need that seemed to have a solution, it had not gone forward, and the Clerk's office was left with no improvement to its operations in this regard. Peter Høglund stated that he also did not understand why a window could not be installed. The Chair will follow up on this with Kim Hallquist, Town Administrator, asking that she resolve the issue with Will Kidder, Town Clerk, and Matt Grimes, DPW, related to installation of a second window in the Town Clerk's office.

The Chair noted that the other Category C issues related to the Police Department and the Recreation Department. The committee concluded that there were a number of issues related to these tasks that required resolution by the Selectmen before any further involvement by this Committee. The Chair stated that the other remaining issues in the Priorities Report were in Category D.

Phil Sherman inquired whether any of these issues were on the CIP. There followed some discussion of the development of the CIP. Bob Bowers noted that the task force chaired by Bill Helm has suggested that the CIP be a separate committee formed by vote of the Town Meeting, and that that made sense, as it would make the CIP the sole issue for such a committee, rather than but one part of the Planning Board's many tasks. Phil Sherman noted that this Committee has floor plans for the first and second floors of the Academy Building, but not of the basement. He suggested that having those plans would be helpful to our discussions of that building's needs. John Cannon agreed to ask Kim Hallquist, Town Administrator, if the Town has drawings of the basement of the Academy Building.

Phil Sherman reiterated that digitization of Town records is an essential first step in addressing all storage needs of the Town. He also noted that part of that process, and something not yet addressed, is that for proper use and access to those records, all Town personnel with a need for access will need to have an iPad (or similar) to use the system. This makes everything related to those records more efficient and is a much better work process for employees, and a definite benefit to them. The Chair noted that the current budget has \$30,000 in it to begin the process, which would include the initial analysis of what needs to be done, including scanning/digitization, with perhaps some funds remaining to then start to carry out that process. He also noted that the Police Department had already been through this process and had completed it for that Department.

#### *Charter*

The Chair introduced the discussion of the Committee Charter, which the Committee is required to review annually. This should be that review. Bob Bowers discussed that he had

suggested that the Charter be amended to make it clear that this Committee was not, and should not be, involved in the regular repairs, maintenance, and similar needs of departments. This should be taken care of through the regular administrative process that already exists. Phil Sherman noted that that might be true, but that it would probably be sorted out once a management system and the accompanying software program were up and running and had been tested and used for a sufficient time to sort out these kinds of issues. Rip Cross stated that ultimately the management system (including use of its software) needs to have one person who is in charge of all the pieces and knows how to carry out all aspects of the job. The Committee concluded that no changes to the Charter should be recommended at this time, but that the setting up of the management system and its software needs to continue. By focusing on people, process and software, this management system will address creating an “on-time” definition of what needs to be done and how to complete each task. The BFC will continue to work with Bob Harrington, Director, DPW to ensure it meets the needs of the DPW and it will be a joint proposal to the Selectmen establishing what is needed to set up the system (people, process and software) and to obtain what is needed to carry it out.

4. *Other items to come before the Committee.* None.

5. *Action Items*

*(from 4-1-21; 4-15-21; 5-20-21)*

- A. Pete Hoglund to (1) continue discussions with Bob Harrington regarding the 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; (2) continue discussions with Bob Harrington, Mike Williams, and Phil Sherman to analyze facilities management issues; and (3) meet with Bob Harrington to review possible changes at the transfer station to accommodate current needs. **Ongoing.**

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- B. The Chair will contact Kim Hallquist, Town Administrator, regarding the actions being taken to move forward on storage needs in terms of square footage requirements. He will also talk to Paul Gorman, Chair, Planning Board, about the Planning Board and this Committee working together to assess capital needs of the Town.
- C. The Chair will follow up on the installation of a second window in the Town Clerk’s office with Kim Hallquist, Town Administrator, asking that she resolve the issue with Will Kidder, Town Clerk, and Matt Grimes, DPW.
- D. John Cannon to ask Kim Hallquist, Town Administrator, if the Town has drawings of the basement of the Academy Building.

The next meeting will be March 17, 2022, at 6:00 p.m., in the Syd Crook Room of the Academy Building.

The meeting adjourned by unanimous consent at 7:40 p.m.

Respectfully submitted,  
Colin Beasley, Chair