

MEETING MINUTES

MEETING: Town of Exeter Facilities Advisory Committee (FAC)		PRESENT: Mark Leighton, Robert Corson (Chair), Peter Lennon, Kris Weeks (Vice Chair), Russ Dean (Town Manager)	
LOCATION: Town Offices		ABSENT: Greg Colling, Niko Papakonstantis (Selectboard Rep),	SCRIBE: Kris Weeks
DATE: 11/15/2019	TIME: 8:30am-10:00 am	EXCUSED:	GUESTS:

AGENDA TOPIC	ITEMS FOR DISCUSSION	MINUTES
Agenda adjustments		Rob presented the new agenda format that the FAC will use going forward.
Meeting Minutes	Review of previous meeting	Recap of last meeting's budget discussions, including cost of cupola repair work at Town Hall.
Old Business	<ol style="list-style-type: none"> 1. RFP Status 2. Consultant recommendations 	<ol style="list-style-type: none"> 1. General discussion on proposed schedule for Facility Assessment RFP: <ul style="list-style-type: none"> • Goal is to post Dec 2. • Receive all RFPs week of Dec 16 (need to set a due date). • First week of January - Review and short-list 3-5 firms for interviews. • Mid-January – Select board project team to conduct interviews, award, and negotiate contract. 2. List of firms to solicit to be sent to Russ.
Current Project Updates	<ol style="list-style-type: none"> 1. Library Renovations 2. Parks and Rec Redevelopment 3. Public Safety Study 4. Town Hall Cupola Repair 5. DPW complex planning 6. Budget 7. Energy Committee & Sustainability Committee 	<ol style="list-style-type: none"> 1. No update 2. General discussion on the cost estimate for the Parks and Recreation fields and facility project. Discussed how FAC could interact with this project team. Mark to act as FAC representative on the project team. 3. Russ noted that the public safety study is ongoing and should be complete next month. 4. Cupola repair work is starting. 5. DPW master plan - general discussion of how FAC should be involved, particularly in light of facility condition assessment being proposed by FAC. 6. Discussed potential budget for FAC initiatives for 2020, including funds for facility condition assessment. \$125K DPW discretionary maintenance line item proposed for 2020 town budget. Russ also provided an overall update on town budget discussions ongoing. 7. General discussion on how different committees (Facilities Advisory, Sustainability, Energy, etc.) should interact. One proposal was to have a quarterly meeting among the groups. Also discussed having a representative or liaison from FAC for each group.

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New Business		None at this time
Next meeting		Next meeting proposed for Dec. 6