

**MINUTES FOR EXETER FACILITIES ADVISORY COMMITTEE (FAC)
MEETING, THURSDAY JULY 30, 2020**

TIME: 4-5:45 pm, Socially distanced Site Visit to Department of Public Works (DPW) Complex, 13 Newfields Rd., Exeter 03833

Attendees: Rob Corson, Chair; Kris Weeks, Vice Chair; Amanda Kelly, Mark Leighton, Peter Lennon, Clerk; Dave Sharples, Town Planner; Jennifer Perry, DPW Director; Jeff Beck, DPW Maintenance Supervisor.

Scribe: Peter Lennon

1. **Previous Minutes:** The FAC briefly referenced the Minutes of the July 16, 2020 meeting, and no changes were recommended.
2. **Status of Request for Proposal (RFP) for Facilities Condition Assessment (FCA):** Vice Chair Kris Weeks reported that the FCA RFP would be ready for the Committee's consideration at its next meeting, Thursday, August 13, 2020, at 4 PM.
3. **Update on Fiscal Year 2020 (FY 20) Maintenance Projects:** DPW Director Perry provided an update on the status of the six major maintenance projects considered for the current FY 20.

Pointing to the \$159,000 total cost for all six projects, Ms. Perry noted that the approved maintenance budget for FY 20 was \$100,000 but that \$50,000 was deleted due to expected tax revenue shortfalls and other costs due to the pandemic.

She said that \$26,500 in unused prior FY 19 funds were available and combined with the remaining FY 20 funds to provide a revised FY 20 maintenance budget of \$76,500.

Ms. Perry said most of these funds, \$59,000, would be used for repairs to the Town Hall Cupola, Roof and Soffit, and that DPW still will "try" to accomplish the Slate Roof and Valley Leak repairs on the Town Office building for \$10,000.

Due to the funding shortfall, Ms. Perry said it was unlikely that roof replacement at the Train Station would occur. The three lower priority projects on the list – Town Hall Attic Insulation, Court Street Entrance Repairs at the Public Safety Complex, Repointing/Sealing Mosaic Tile Floor and Base at the Bandstand -- were dropped even at the \$100,000 level, she said.

Ms. Perry said the Cupola work already was under contract, would begin in about two weeks, and would take about 8-10 weeks.

Chair Corson asked if there were any other "hot button items" not on the current maintenance projects list. Maintenance Supervisor Beck identified COVID-related items and \$20,000 rejected internally for work on the Parks & Recreation Department building at 32 Court Street. That work included replacing the second floor to rectify tile issues and resolving foundations issues, he said.

Member Lennon said the \$20,000 work package made sense, but that nothing more should be done on the facility until the Town resolves the siting questions for any new Public Safety building or buildings.

Member Leighton said the Town needed to decide what it wanted to do with the Court Street building as part of a full overview of all Parks & Recreation facilities that the FAC proposed in its report recommending a one-year delay in the construction of a costly Renovation/Expansion project at 4 Hampton Road.

He said the plan should identify the needs of the Town in the next 10 years and show the required facilities. He indicated the FAC would be better able to support projects if it had an understanding of such a plan.

Planner Sharples said the Town was examining “multiple different options” for the future of the 32 Court Street location.

4. **Status of Draft FY 21-26 Capital Improvement Program (CIP):** Mr. Sharples gave the FAC a preliminary view of the new CIP being drafted by him and other Town Department representatives. He said there were six major facilities projects in the draft CIP, and that only two would be allocated funds in the next fiscal year, FY 21. He identified those projects as the Public Works Facility Garage and an Alternative Analysis and Design and Engineering for a new Public Safety building or buildings.
5. **Update on Facilities Plans by Town’s Energy Committee and Sustainability Advisory Committee:** As the Town’s staff representative to both Committees, Mr. Sharples said there were no facilities-related projects being considered by these entities for inclusion in the draft FY 21-26 CIP.

Chair Corson asked Mr. Sharples for any Town directives that established requirements for the two Committees. Mr. Sharples said he would research Town directives and report back to the FAC.

The FAC also discussed other Energy Committee-related projects. Director Perry reported that the Town was now in the second year of a five-year “payback” period for the LED Street Lighting project that replaced conventional streetlights last year.

Chair Corson asked about the status of the Town Hall Insulation project recommended by the Energy Committee. Ms. Perry indicated that the Town was discussing whether the \$15,000 effort might be premature without improving the rest of the building’s envelope.

Planner Sharples said the Energy Committee was awaiting the results of an ongoing Town building energy consumption survey for 2019 to evaluate next steps in the insulation project. He said a UNH graduate student conducted the survey, which also will try to compare Exeter’s public building energy consumption with that of other similar municipalities. Survey results are expected in the next two weeks, he said.

6. **DPW Complex Planning:** The FAC reviewed the project scope, time frame and process for the new Public Works Facility Garage and examined in-person the existing DPW facilities.

Director Perry said it was likely that construction of the new facility would slip until FY 23, a two-year slip compared to the projected FY 21 date in the current FY 20-25 CIP.

She indicated that the slip was caused primarily by the complexity of the facility and its plans and design and by the reduction from \$100,000 to \$25,000 for planning and design work in the current FY 20.

Chair Corson said the FAC was trying to assess the relative priorities of the DPW facility and the new Public Safety building or buildings in FY 23. He said the FAC Charge included putting together funding streams as part of its analyses, and that, if there was a need to do the two facilities in the same year, the FAC could help build a case for both.

Mr. Leighton asked if the ongoing planning and design work by Lassel Architects of South Berwick, ME focused only on the new garage structure and what were the deliverables from the \$25,000 that was approved in FY 20.

Maintenance Supervisor Beck responded that the architects were examining the entire DPW "campus" and doing a campus-wide "Master Plan" covering the next 20 years. He said the plan would encompass not just the new garage but also how that facility fits in with the current and future other buildings on the campus.

Ms. Perry said that the plan would include the 4.5 acres of vacant, adjacent Town land, and that the deliverables for the \$25,000 would be a conceptual site plan and some architectural drawings.

Mr. Leighton asked if the Master Plan would change the current concept for the new garage from a single facility to multiple buildings. Ms. Perry said it might result "not necessarily in multiple buildings but perhaps a larger facility" to accommodate the already cramped DPW Administration Building.

Chair Corson said the ongoing planning/architectural work should include evaluating the scope of needed, future DPW services.

7. **DPW Complex Site Walk:** The FAC toured all the DPW buildings except the new wastewater treatment plant. It learned the following:

- a. The main DPW garage dates from 1969 and the early 1970's. The part of the building housing the first four garages has the roof snow-loading, structural weakness that requires a contractor to use bucket trucks and men on the roof to remove excess snow.

This part of the building has ventilation defects that allow exhaust fumes to intrude into other areas Ms. Perry said. The four garages are space-constrained, which means maneuvering snowplows and other trucks have collided with garage doors, walls, and other equipment. She said these issues would be addressed by a larger building and drive-through garage bays.

Among other faults, the FAC observed the cramped nature of the building and aging roof insulation.

- b. The FAC was told that the remaining garage bays in the slightly newer part of the building were used for vehicle and equipment maintenance of more than 100 municipal vehicles and plows and for equipment storage. Mr. Beck said space here is also limited, so fire equipment needing maintenance must be worked on outside, and DPW has had to obtain four outside shipping containers to store some of its own equipment,

tires, recycling material, highway barricades, and even material temporarily displaced during the Library upgrade project.

- c. The maintenance part of the overall building also has cracking masonry and roof issues and lacks indoor fire protection (that the new facility will have), Director Perry said.
 - d. The Water and Sewer Departments will continue to operate out of a five-bay garage across from the main DPW garages. The Water/Sewer garages do not have a snow load structural issue and are in generally decent shape, Ms. Perry said.
 - e. The DPW Administration Building was erected in 2001-2002, Ms. Perry said, and it needs a larger meeting room and a larger break room, especially during storm emergency operations when additional personnel report for duty. She said it was still to be determined whether the new garage facility would house all or only part of the Administrative staff.
 - f. Mr. Leighton asked about alternative uses for the Administration Building should the entire staff be moved to the new facility. He suggested that moving the Town Planner from the Town Offices to the DPW complex ought to be considered.
 - g. At the Fuel Island, which was added to the DPW Garage project this year, Mr. Beck said that important components, such as tanks and pumps, were beyond their useful life.
 - h. Chair Corson asked whether the architects were examining alternative energy sources, such as more solar energy, for the new garage facility. The FAC came away impressed with the potential for expanding the existing solar energy farm at the complex.
8. **Raynes Farm Status Report:** Chair Corson and Vice Chair Weeks, noting that the draft FY 21-26 CIP included out-year funding for Raynes Farm, said the Town needed a “vision” for the Farm. Mr. Corson said the Town should do a use study and solicit community input. Mr. Weeks said the Farm was an excellent candidate for a private fund-raising drive. Mr. Sharples said the Town would seek funding for half of the contemplated work from the state’s Land & Community Heritage Investment Program (LCHIP).
 9. **Next FAC Meeting:** The next FAC meeting, a ZOOM meeting, is scheduled for Thursday, August 13, 2020, at 4 PM. Agenda topics include other FAC site visits to the current Public Safety Complex and to the 32 Court Street Parks & Recreation building.