

**MINUTES FOR EXETER FACILITIES ADVISORY COMMITTEE (FAC)
MEETING, WEDNESDAY, OCTOBER 14, 2020**

TIME: 6:30-8:04 pm ZOOM Meeting

Attendees: Rob Corson, Chair; Kris Weeks, Vice Chair; Amanda Kelly, Mark Leighton, Peter Lennon, Clerk; Russ Dean, Town Manager; Dave Sharples, Town Planner.

Scribe: Peter Lennon

1. **Previous Minutes:** The FAC approved the Minutes of October 1, 2020 by a 5-0 vote, after the deletion of the last paragraph in the entry for the Exeter Public Library Tour.
2. **Status of Request for Proposal (RFP) for Facilities Condition Assessment (FCA):** Town Manager Dean reported that the RFP is ready to be issued. He did raise a question about how funding for the FCA would be reconciled with the FY 21 Maintenance Projects line item for \$100,000 (Please See #5 below.). He pointed out that the line item already has been fully allocated to other projects, so that the RFP "really has no sort of financial backing behind it."

Mr. Dean said the FY 21 Maintenance Projects List is before the Budget Recommendations Committee (BRC), and he recommended that Chair Corson discuss the List and FCA funding with BRC Chair Bob Kelly. He indicated that an agreement between the two Committee Chairman would assist in determining where the FCA fits within the overall budget picture.

3. **FAC-BRC Coordination:** Chair Corson then said such a discussion also "ties into" the FAC's upcoming recommendation to the BRC regarding funding for the Public Safety and Public Works Garage projects also before the BRC in the FY 21 Capital Improvement Program (CIP).

He said he and Mr. Kelly already had discussed how both Committees might work together, and that one possibility might be that a small group from the FAC might work with a small group from the BRC to discuss respective evaluations of large items and maintenance projects.

To demonstrate the need for such coordination, Chair Carson said the BRC currently has a different view than the FAC on the value and scope of the Public Safety and Public Works garage projects. He said the BRC currently believes the funding for both projects should be a lot less than the FAC is recommending.

In anticipation of finalizing its recommendations to the BRC on the two projects, the FAC designated Vice Chair Weeks and Clerk Lennon to meet with BRC leadership before the FAC's next meeting to discuss respective positions. Mr. Lennon agreed that the FAC should talk with the BRC but that "if we are confident in our recommendations and numbers, it is not necessary that we have an agreement with the BRC."

Mr. Corson said he thought the BRC believed that the Town's Department heads should be involved and provide data for the two projects. Mr. Lennon agreed the Department heads should be involved and provide data, but that it was "unfair to ask them to do an objective study that they may not be the best equipped to do."

4. **Update on Fiscal Year 2020 (FY 20) Maintenance Projects:** In response to a question by Chair Corson, Mr. Dean reported that work on the Town Hall Cupola is making good progress but is taking longer than necessary due to the discovery of additional corrosion when the existing structure and roof area were opened up for maintenance.

Mr. Corson asked if there was a delivery date for the study of Town facilities compliance with the Americans with Disabilities Act (ADA). Planner Sharples said study was done, and he would provide it to the FAC.

5. **Preview of FY 21 Maintenance Projects:** Mr. Dean provided the FAC with a list of maintenance projects presented to the Budget Recommendations Committee for the next fiscal year. Five projects totaling \$100,000 were listed, including renovating the second floor programming space, flooring and ductless air conditioning splits for the Parks & Recreation building for \$25,000, and repairing the roof and modifying ridge lines to prevent water intrusion and damage at the Public Safety Complex for \$20,000. This work is to be done to the side windows and entrance side roof on the Police Department part of the building.

Mr. Leighton asked what projects “did not make the (FY 21) list,” and he noted the current list showed work at buildings the FAC hoped would no longer be in the Town inventory in the future, such as the existing Public Safety Complex.

6. **RFP for FY 21 Public Safety Complex Analysis of Alternatives/Feasibility Study:** As agreed in the context of its recommendation to the Town Planning Board on the FY 21 Public Safety project, the FAC had an extended discussion on Chair Corson’s draft RFP outline for the required analytical work. The discussion produced a more defined draft (attached) that Town Planner Sharples could use to query outside expert sources as to a roughly accurate cost for the effort.

Mr. Leighton indicated that analytical work should begin with a Program Review of various levels of services and associated staffing support. He said much of that data could be derived from the Public Safety Study just conducted for the Town by the Center for Public Safety Management, Washington, DC.

Vice Chair Weeks said that the FY 21 work would assess the square footage required for the staffing and program levels, and that the facility options should be accomplished very quickly after the Program Review.

Ms. Kelly asked whether the Program Review had to precede the other analytical work, or could it be done concurrently, and there was an indication it could be concurrent. She asked whether costs would be presented as part of the FY 21 effort, to which the answer was “yes.” She further asked if different program/staffing levels would be presented for the voters to choose.

Mr. Dean offered that regardless of whether the Town funds all the recommended personnel, the facilities would be built to accommodate those staffing levels for both the Fire and Police Departments.

Mr. Leighton said the public outreach component of the FY 21 analytical work should go beyond just two community information events, and he suggested social media should be used to elicit feedback from Town residents. Mr. Weeks suggested there should be a project website.

The FAC recommendation to the Planning Board was for a \$200,000 analytical project. Mr. Sharples said his immediate goal was to use the project RFP refined at the meeting to develop a revised cost number that he and Fire Chief Eric Wilking could insert into the FY 21-FY 26 CIP.

A brief discussion ensued as to whether the \$200,000 now is the “right” number, but no final decision was reached.

7. **Next FAC Meeting**: The next FAC meeting, a ZOOM meeting, is scheduled for Thursday, October 29, 2020 at 4 PM. Agenda topics include the FAC’s Recommendations Letter to the BRC and possibly the ADA Facilities Compliance Study.

Attachment: RFP OUTLINE FOR PUBLIC SAFETY COMPLEX

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RFP OUTLINE FOR PUBLIC SAFETY COMPLEX

Options A, B, C from CPSM (Center for Public Safety Management, Washington, DC) study as “roadmap” – some options may require land acquisition/evaluate feasibility of acquisition vs. option.

1) Program Review – Architect/CPSM (as proofers/study)

- a) Level of service determination
 - i) Police
 - ii) Fire, Health and Emergency Preparedness
- b) Staffing support
- c) Shared services - Dispatch

2) Site Evaluation

- a) Background
 - i) ASTM Phase I- Environmental
 - ii) Deed Research
 - iii) Boundary survey- Alta
 - iv) Geotech evaluation and borings (later)
 - v) Zoning Review - Dave
 - vi) Planning Review - Dave
 - vii) Infrastructure
 - (1) Water
 - (2) Sewer
 - (3) Power/Electric
 - (4) Tel/Com
 - viii) Hardness/ Resilience

3) Facility Options

- a) Program documentation (add sustainable features?)
- b) Existing conditions evaluation on current facility
- c) Feasibility Studies
 - i) Renovations/ Additions to existing facility
 - (1) Site Plan test fit
 - ii) New facility with combined services
 - (1) Site specific
 - (a) Site Plan test Fit
 - iii) New facility with separated program
 - (1) Site Specific
 - (a) Site Plan Test Fit

4) Preferred Alternative (to be presented with other options)

5) Community participation assistance

- a) Attend two community information events/Master Plan/website for project, etc.

6) Independent Cost Estimate

7) Deliverables

- a) Site Evaluation- Report
- b) Site and Building Program

- c) Facility Options
 - i) Site Plan (digital and presentation boards)
 - ii) Building Plans (digital and presentation boards)
 - iii) Overall concept renderings (digital and presentation boards)
 - iv) Design Narratives by construction Division
 - v) Independent Cost Estimate
 - vi) Sustainability analysis
 - (1) Site
 - (2) Facility

Add size of existing facility.