

FAC Meeting Minutes – 2/4/21

In Attendance:

Peter Lennon, Vice Chair
Amanda Kelly, Co-Clerk
Rob Corson
Kris Weeks, Chair
Mark Leighton, Co-Clerk
Daryl Browne, Selectboard Rep
Dave Sharples, Town Planner
Bob Glowacky, EXTV Representative

1. Meeting minutes were approved.
 - a. Motion to accept the minutes made by Kris Weeks, seconded by Rob Corson. Approved as submitted 4-0 with Amanda Kelly abstaining due absence.
2. Select board Bond & Budget Meeting from 1/19/21.
 - a. Presented this Committee's recommendations on Public Safety and DPW projects. Daryl moved to implement our recommendation of zero funding and it passed 5-0. Daryl moved to implement \$100,000 recommendation of Public Safety and passed 5-0.

Extended discussion of alternative sites did take place and the warrant article approved includes the language to analyze alternative sites. Mark Leighton stated that there was an informal expectation that members of Committees would be able to add expertise to the project. Dave Sharples indicated that the Chiefs are open to all options. Dave Sharples added that he will liaise with Public Safety stakeholders, the Town and this Committee to finalize and send out the RFP. Daryl Browne stated support for \$25,000 for site survey as a proposition at the upcoming Deliberative Session, this Saturday 2/6/2021 at 9am.

Kris Weeks suggested steps for each PS and DPW would be to invite Bob Kelly to our next meeting to discuss the Public Safety project and work on revising the RFP together. Peter Lennon suggested we have a revised plan ready for Bob but not to "let Bob or anyone else drive the train or become the defacto Project Manager." He went on to say that we should create an "in house talent working group" to drive that conversation. Mark Leighton asked whether a steering committee should be established for each project.

Daryl Browne provided that the Police Stakeholders Committee is not working on the building project. Rob Corson suggested our Committee could have a sub-Committee specific to each project, and use this as a model for projects in the future, along with Dave Sharples. And Mark Leighton added that this would be an opportunity for representatives from other Committees to come together once the project was underway.

With regard to the RFP revisions, Rob Corson asked if this should be a public or non-public meeting, and Kris Weeks suggested we should have Bob Kelly as just coming to our next meeting. Peter Lennon suggested the public may not be able to provide input to the task of paring down the RFP. Mark Leighton suggested that Dave Sharples take the first pass at the RFP based on our outline compared to the approved budget number. Dave Sharples agreed to do so after the vote in March and the Committee agreed.

Rob Corson made the motion to discuss inviting Bob Kelly to our next meeting to discuss paring down the RFP, seconded by Peter Lennon. Peter Lennon recommended inviting Judy Rowan, who is the Chair of the Police and Fire sub-Committee. Peter Lennon also questioned whether we would pre-revise before the meeting, to which Rob Corson clarified this would take place after the March vote and Dave Sharples' revisions. Kris Weeks made a motion to invite Bob Kelly and Judy Rowan to a meeting following the March vote to discuss an RFP draft, seconded by Mark Leighton. Vote passed 5-0. Kris Weeks asked Daryl Browne if he had any comments on the projects and he clarified that the process for the DPW was incomplete due to the fact that requested data was not provided.

3. DPW and other capital projects

- a. Kris Weeks moved the conversation to upcoming facilities needs and capital projects coming up. Discussion began with the DPW project. Peter Lennon stated that although we appreciated DPW's eye toward needs of other departments, that the scope has increased greatly with many unanswered questions. He stated we need to begin to sequencing competing projects and we need to be careful not to endorse this report until we have that information. Kris Weeks asked Dave Sharples what the sequence might look like from the Town perspective, and Dave Sharples responded that that would be a discussion for the CIP coming up.

Rob Corson brought up the question of clarity regarding what the DPW project really encompasses due to difficulty reading the document. Kris Weeks agreed that the document represented something quite different than what we understood from our on-site meeting in the summer. Mark Leighton requested the exhibits be sent from Dave Sharples, which he agreed to send. Peter Lennon reiterated the financial and political unlikelihood of a 48,000ft² building "to meet their needs for the next 30-50 years" being passed and suggested we talk to DPW again. Further, Peter Lennon expanded to say there's not even mention of an electrical vehicle charging station, which is likely to happen in the next 30-50 years. Similarly, it assumes equipment sizes will remain the same from 2020 to 2050 or 2070. Kris Weeks and Mark Leighton agreed it was good to have something to review, and Mark suggested we should comment and send it to DPW. This could include a priority plan with phases.

Rob Corson reminded the group that one of our goals was to help stakeholders have successful projects, and we could see the need when we were on site, and now our role is to help them be successful in meeting their needs and get passed by the town. Kris

Weeks summarized that we could do this over the course of the next year, and that DPW didn't appear to be pushing to have it done for this budget cycle.

4. Long term facilities plan

- a. Kris Weeks moved the discussion to plan our long-term plan for our Committee with regard to forthcoming large capital projects, given the fact that we have not gotten our Facilities Assessment approved. Mark Leighton expanded that attention needs to be given to the smaller renewal needs and not only large capital projects. Rob Corson suggested we could begin to use the town database to identify the properties we'd like to evaluate to prepare information for a consultant. Kris Weeks agreed this would be a good first step. Peter Lennon suggested we use the last two CIPs and other likely projects known to the Town, combine this with anything in the budget related to maintenance, and ask for a breakdown of the funding, as well as updated debt service analysis from Russ Dean (5-10 years), and add this to wish lists from the departments to try to determine what should go into the database for a potential future FCA. Kris Weeks suggested we could pull from the departments. Mark Leighton suggested sitting down with Jeff from DPW and capture the renewal needs for various buildings (eg, flooring, heating systems, etc). Rob Corson reminded the Committee that before we added something from a wishlist that we also receive a needs assessment so we can best evaluate what to analyze going forward. Amanda Kelly agreed that we should invite Jeff to a future meeting.

5. Solar farm

- a. Kris Weeks moved discussion to discuss the solar farm warrant article. Kris Weeks asked Dave Sharples for an overview, especially with regard to revenue, and to make sure the public would be aware of it all before voting. Dave Sharples gave an overview and pointed to the fact that a fact sheet will be accompanying the warrant. Dave Sharples reiterated the warrant states the tax impact is none, and that additionally the bond rate is far less than the assumptions even state.

6. ADA Study

- a. Kris Weeks then moved discussion to the ADA study and requested it from Dave Sharples. Dave Sharples stated that an assessment has been provided to the town but the comments back and forth are still in the works before it's totally final, but Dave Sharples will share the study as is with the Committee.

7. Central digital file storage

- a. Kris Weeks asked how/where we could store files as a Committee. Bob Glowacky suggested our documents could be uploaded to our Committee page, and we could do that by sending it to Bob, or possibly a Google Drive so that draft documents could remain non-public until made public. The Committee agreed the Google Drive might be best for now.

8. Meeting frequency

- a. Kris Weeks moved to the last item of meeting times and lengths. The Committee agreed the 1st and 3rd Thursdays at 4:00pm. Kris Weeks then made a motion to adjourn, seconded by Rob Corson and passed 5-0.

9. FAC Self-Evaluation

- a. PL has revised the report. RC mentioned that it was due a few weeks ago for the end of the year report. Annual report is complete. No need to go further.

10. Meeting adjourned