

## FAC Meeting Minutes – February 18, 2021

### In Attendance:

Kris Weeks, Chair

Peter Lennon, Vice Chair

Mark Leighton, Co-Clerk

Amanda Kelly, Co-Clerk

Rob Corson, Member

Dave Sharples, Town Planner

Bob Glowacky, EXTV Representative

Melissa Roy, Acting Town Manager/Assistant Director of Parks & Recreation

Daryl Browne, Selectboard Rep

1. Meeting minutes review
  - a. Peter Lennon moved to accept the minutes. Mark Leighton seconded. Motion passed 5-0.
2. Procedural review
  - a. Kris Weeks reviewed meeting times to be 1<sup>st</sup> and 3<sup>rd</sup> Thursdays at 4:00pm
  - b. Discussion of alternate members ensued. Agreement was reached to strive to recruit one or two alternate members to be vetted by the Selectboard.
3. Central file storage
  - a. Kris Weeks has set up a Google Drive and sent a link and password to the Committee. Regarding editing, Kris Weeks clarified members should add comments only to Minutes. Amanda Kelly reminded the group that not more than two members should work on a document at any given time.
4. Milestones
  - a. Kris Weeks wants to draft a calendar of important dates, including internal goals and external requirements, as well as Town “events” such as Town Meeting, the schedule for submitting projects, etc. Dave Sharples clarified that he drafts some of the directives and will share them with our Committee. He said it’s usually done in March. Kris Weeks will begin this calendar now and fill it in as we receive information.
5. Clerk roll call and votes
  - a. Kris Weeks brought up whether we should change the procedure for roll call; the Committee agreed it could stay as is with the Chair running it.
6. Posting FAC work product on the FAC web page
  - a. Peter Lennon suggested that our Committee put up some documentation on our Town web page for the public to review, such as studies (structural analysis on the DPW garage), our charter, our goals and objectives, our reports, the FCA RFP, etc. He clarified that it would be solely for education, not to supplant the proper filing of documents to their usual locations. Mark Leighton agreed it’d be a good idea; Rob Corson suggested using links to not duplicate. Rob Corson moved to do so; Amanda Kelly seconded. Motion passed 5-0. Peter Lennon agreed to track down and submit documents to Bob Glowacky.
7. Deliberative session and town vote
  - a. Kris Weeks summarized the proceedings of February 6, 2021: there was limited attendance but all the warrant articles passed through to the next step. Daryl Browne added that the DPW project is not a current priority as drainage was taking priority at this time. Daryl Browne clarified that the Town vote will be Tuesday March 9, 2021.

## 8. Public Safety complex

- a. Peter Lennon provided an update on the Police Stakeholders Committee, chaired by Ann Surman, his neighbor. Peter and Ann discussed the Committee's rationale for our recommendation and how we plan to assist on ensuring the RFP includes the most important facets. They also discussed the need for robust public input on the Public safety buildings, and Ann may be able to join us or have us somehow discuss with their Committee what their input would be. Kris Weeks sought to clarify the role of the Stakeholders Committee, which Peter Lennon summarized it to be a venue for public input on police decision making: "policy and operations oriented" more so than specifically a building Committee. Daryl Brown added that it is short-term and limited in scope regarding public relations as an "advisory for the Chief" and that the building is outside its scope. Kris Weeks wondered whether a building steering Committee would be formed for police, and fire as well. Mark Leighton suggested we make a recommendation to form those building-specific steering committees. Kris Weeks then questioned whether we should prepare RFP revisions ahead of our next meeting to give Dave Sharples after the Town vote. Rob Corson clarified our decision as of the last meeting was to let Dave Sharples revise it first. Dave Sharples agreed that that would be the process and it should be after the vote and we should put it on the agenda for our meeting following the vote. Peter Lennon then returned to the discussion of the building oversight Committees and suggested we add this conversation to our next agenda. Mark Leighton asked if Dave Sharples knew of a Town directed process for creating such a Committee, and he suggested that our Committee could be sufficient to do it as a collective with the two chiefs and Dave Sharples, unless of course the Selectboard felt differently. Mark Leighton added that this would work especially well with pulling in input from other Committees such as Energy and Sustainability. Peter Lennon added that he believes Bob Kelly would also expect the Budget Committee be heavily involved. Dave Sharples asked for clarification whether Peter Lennon was suggesting involving the Budget Committee in the RFP process and Peter Lennon stated that, essentially, yes. Dave Sharples responded that he'd talk to Bob Kelly and Amanda Kelly clarified that the conversation had ended with our Committee being the only needed main body, not a separate body. Mark Leighton added that someone ensure the Budget Committee needs to stay within their charter but that Bob Kelly could come to our meetings. Dave Sharples agreed this was a good point and would define the boundaries on the process.

## 9. DPW

- a. Kris Weeks brought the conversation to the DPW and brought up the suggestion that we mark up the DPW plan with our input. Rob Corson added that we would still need the legible and complete set of plans and documents. Kris Weeks summarized that he would talk to DPW and see what they'd like us to do.

## 10. Facilities plan

- a. Kris Weeks suggested we work on the plan for the facilities condition assessments. Rob Corson suggested we start with a list of all the buildings and a rating system for us to use for evaluation criteria. Mark Leighton suggested we also assign dates to the buildings expiration. Amanda Kelly asked where we put the list of town buildings to start from; Peter Lennon said we did have that though we weren't sure where. Peter Lennon then suggested we be start with the CIP, but also with a list of renovations as Mark Leighton suggested. Kris Weeks added using some budget projections to also forecast the chronology of the projects. Melissa Roy asked for clarification on the origin of the

list and how we would be putting it together: from the CIP or our own list. Kris Weeks responded that we weren't sure yet, and Rob Corson added that the goal would be to prioritize the list to try keep projects from staying on the list year after year. Kris Weeks added we'd like to try to plan them to be revenue neutral, and that we could communicate it with the public to garner support earlier. Peter Leighton asked for clarification that it would be coming from the town lists but then ranked by us, and Kris Weeks said yes. Amanda Kelly asked what our first step could be. Rob Corson asked for an Excel spreadsheet of town owned properties from the Town. Dave Sharples questioned if basically we wanted to create essentially a 10 or 15 year CIP. Kris Weeks said, yes, essentially. Mark Leighton pulled up the CIP document and asked how items were added to the list: would cost be the factor? Dave Sharples said not necessarily. Mark Leighton then clarified that this would be additional information we wanted to add to our Excel document once we got it. Kris Weeks clarified that this document would be to give us a birds eye view. Dave Sharples asked about our need for budget numbers and whether we'd be ranking them by cost, and Peter Lennon said, yes. Robert Corson clarified that our goal was to be able to advise the Town on whether it should repair or dispose of a building. Dave Sharples said he'd send out a Primex building list. Kris Weeks summarized that with that we could then use a half hour at the next meeting to start an outline based off this.

11. Old business

- a. Dave Sharples updated that he is starting the public input component of the ADA study. Kris Weeks asked what the outcome would be, and Dave Sharples said that the goal is to create a warrant article for a capital reserve fund for improvements or another method of funding. Rob Corson asked about gaps like the Parks and Rec building and Dave Sharples said that due to the potential new building at the time it was held off for a later date.

12. Adjournment

- a. Kris Weeks made a motion to adjourn; Peter Lennon seconded. All in favor, 5-0.