

FAC Meeting minutes - March 18, 2021

Attendees:

Kris Weeks (KW) – Chair
Peter Lennon (PL) – Vice Chair
Rob Corson (RC) – Member
Mark Leighton (ML) – Co-Clerk
Amanda Kelly (AK)- Co-Clerk
Dave Sharples (DS) – Town Planner
Melissa Roy (MR) – Interim Town Manager
Stephen Poulin (CSP) – Chief of Police
Bob Kelly (BK) – Budget Committee Chair
Judy Rowan (JR) – Budget Committee Member
Corey Stevens (CS) – Budget Committee Member
Eric Wilking (CEW) – Fire Department Chief
Bob Glowacky – EXTV Rep (BG)

1. Meeting Minutes:
 - a. PL moved to revise 5b to read “does not appear to mention sustainability” and strike the language “only a few times.” Seconded by KW. Approved 4-0 with AK abstaining.
2. Public Safety Project:
 - a. KW summarized the goal regarding the RFP to be to get the FAC, BRC, and both department Chiefs on the same page. KW invited JR to provide their insights on the project, which she explained to be that a successful vote was the primary goal. BK added to this that possibly starting with a budget number to give to the departments as a guideline first could be a possibility, including seeing if the cost would work with the debt schedule. KW expressed agreement with this track, though RC suggested the budget really needed to come out of needs assessment and community input on the project scope and then work through the budget; “the project determines the budget.” ML agreed with this statement and added that the speed of the process and input into the process was more of an issue in the past, and that having the number change after design would be worse. CS suggested we come up with a ceiling of what the Town can afford to do. RC agreed with that but also added the need to balance the longevity of the facility for future personnel etc. BK agreed but added that this project would still be one of five large projects such as the water and sewer projects and that the CIP might need to be organized differently to fit the budget. RC suggested putting dollar amounts to these projects to get a big picture, and BK said they have done some development of this timeline. KW asked who would be best to see this sort of timeline more formally. JR asked DS for his timeline for project development but DS said it wasn’t feasible to suggest one at this moment but he could put together some preliminary research about personnel, square footage, bathrooms, bunk rooms etc. PL added that it was his understanding the \$100,000 study/planning would take a number of months or a year, and the public would be involved so that whatever preferred option came out at the end of the day would come with a number that’s more likely to be accepted by the Town. So it would depend on when and how the money started flowing on those steps.

PL also added that some of the steps DS might be done by the consultant. PL also brought up to BK that the 10-year debt service analysis the FAC asked for previously combined with the CIP would really be useful for this. DS clarified he would only be doing preliminary research and having the consultant verify, revise etc. but be ahead of the game. KW agreed this was a goal to start in this meeting: what we can do without the consultant and what to request of the consultant. KW also asked again to clarify who would be doing the budgeting for this project, and the 10-year debt service analysis. BK said that some of these are in the back of the CIP but also he's trying to include and consolidate the water and sewer numbers. BK also added that for instance some of the water and sewer projects underway will need to be having cost increases. PL said it sounded very comprehensive and asked for it to be shared whenever they were comfortable. BK said that, yes, the FAC could be soon on the list, and MR agreed.

3. RFP (~4:45pm):

- a. KW moved the conversation to going through the RFP. KW began with the site identification. JR asked if this would draw on sites from the initial consultant. KW said yes as well as looking at any properties available for that and the different combinations that could exist on those properties. RC said this would be viable for internal review especially with planning, zoning etc. JR suggested the Chiefs already had clear ideas on sites, but PL suggested that we not exclude purchasing property. RC agreed that we not only look at town owned sites. AK suggested that the site choices should be for strong public input. ML suggested we re-order the numbering on the RFP for what would happen first, especially site identification. KW said he felt the program review could happen simultaneously with the site identification. ML said really we needed to know what was going on the site before looking at sites. KW landed on just the potential site list, but PL suggested that the draft we sent the Selectboard may have been different than this document. KW was going to navigate to our website to find what we had posted but ML suggested we could do it via circulation. PL asked BK if he could highlight what he felt the Town staff and Committees do in-house. ML commented that yes we could do that but also should concurrently shopping out the RFP. PL reiterated he'd like the BRC to highlight what could be done in house vs the consultant. CS suggested that the Chiefs and DS could identify what could be done in-house. PL brought up that the BRC/PS working group only had one site option and that the FAC felt strongly there should be more than one. CS stated that the Chiefs who know what they need could be the driver. ML reiterated that the needs list from the Chiefs would still need to be built on by the Town. AK asked about the status of the recommendations from the last PS study about program changes. PL clarified that we had not asked yet for those final adoptions. CSP answered that those had been finalized and sent out to the Town Manager but he could send it to the FAC as well. JR added that the program changes that could be made were done already. KW reiterated that no matter when a consultant is brought on board the Chiefs will definitely be integral to the design. DS let us know the most up to date RFP had been sent out, and KW requested input from our group and the BRC members on what could be done by the Town. BK concluded with saying the debt service spreadsheet would be on its way to us after approval by the Town Manager.

4. Old Business (~5:10pm):
 - a. Congratulations to PL on winning Trustee of the Trust.
 - b. No updates on DPW.
 - c. Raynes Farm site visit TBD a Friday afternoon.
 - d. Green Minute video coming out early April.
 - e. Library Renovations: Ak gave anecdotes. DS will forward email from Hope.
 - f. Schedule and Goals: TBD at future meeting.
 - g. Adjourned 5:30pm.