

Facilities Advisory Committee Meeting  
Thursday, May 20, 2021  
4 PM  
Remotely via Zoom  
Final Minutes

1. Call Meeting to Order

Members present: Kris Weeks (Chair), Peter Lennon (Vice-Chair), Amanda Kelly, and Rob Corson. Also present were Dave Sharples, the Town Planner; Jennifer Perry, Public Works Director; and Russ Dean, the Town Manager.

Members Absent: Mark Leighton, Daryl Browne, Select Board Rep

The meeting was called to order by Mr. Weeks at 4 PM.

Mr. Weeks read a statement:

As Chair of the Facilities Advisory Committee, I am declaring that an emergency exists and I am invoking the provisions of RSA 91-A2III(b). Federal State and Local Officials have determined that gatherings of 10 or more people pose a substantial risk to our community and its continuing efforts to combat the spread of COVID-19. In concurrence with their determination, I also find that this meeting is imperative to the continued operation of Town Government and services, which are vital to public safety and confidence during this emergency. As such, this meeting will be conducted without a quorum of this body physically present in the same location. At this time, I also welcome members of the public accessing this meeting remotely. Even though this meeting is being conducted in a unique manner in unusual circumstances, the usual rules of conduct and decorum will apply.

Mr. Weeks started the meeting by taking a roll call attendance.

1. DPW Update

Jennifer Perry, the Director of Public Works, gave an update on recent and upcoming facilities projects. The yearly Maintenance Projects list, which covers all town facilities, is typically around \$100,000. They prioritize according to safety concerns and building condition. The process starts in August with the budget, but by this time of year there are usually some adjustments.

She discussed specific projects from the list. They've been doing work on the 2nd floor of the Parks and Rec building on Court Street, which is used for programming, and which needed HVAC updates and other repairs. It was estimated at \$20,000 but will not use the full amount. Another project is replacement of the sewer line at Town Hall, at an estimate of \$7,000. They're also looking to improve security at the Public Safety complex, such as replacing wooden doors with steel and reinforcing walls with steel plates. This project is a few thousand dollars over its \$5,000 budget, as the components are very expensive. At the train station, they need to replace the roof, which is in poor condition. That work would start at the end of June, and the estimates are around

\$15,000. At the Public Works Administration Building, they've had some leaks; they don't need to redo the roof, but the leaks should be addressed. The HVAC system should also be replaced. At the Town Offices, they need to make some repairs to the HVAC, especially on the 2nd floor, as it's aging and the IT Department area generates a lot of heat. That's around \$10,000. At Public Works, they plan to do a wetlands survey of an adjacent parcel to identify whether it can be included in further work in the Public Works garage area. The last project is replacing the roof at the Swasey Park Pavilion, which is a wooden shake style roof in poor condition. They're looking at replacing it with an asphalt shingle roof, which will be more durable. In addition to that budget, each building has a maintenance line item, which covers minor things like replacement of broken window panes or damage to carpeting.

Mr. Corson asked how the separation of the responsibility for the Parkway is handled. Ms. Perry said the Pavilion project cost to the town is \$4,000, but the Swasey Parkway Trustees also voted to contribute \$8,000.

Mr. Lennon said that when the committee toured the Parks and Rec building, the Department heads said their highest priority was air cleaners to deal with the Covid issue. How did the DPW decide to make the other work the top priority instead? Ms. Perry said the town is acquiring portable air filtration units, one of which will go to Parks and Rec. It's being done with a different part of the budget, so it's not coming out of maintenance. The town has received money to address Covid issues. Other town buildings are reopening as well, and will need the units. Mr. Lennon was concerned that Mr. Bisson and Ms. Roy said they had no input into the priorities on the maintenance list. Mr. Corson asked if the DPW position was that the Department heads are not responsible for the buildings, just for the internal workings. Ms. Perry said yes, but they do their best to consult with the building occupants. She wasn't aware that they hadn't spoken with Parks and Rec, but that was work that was needed.

Mr. Lennon asked who gave the DPW the authority to spend money on a topographic survey for the DPW garage, if there's no money approved in the budget for this project? Ms. Perry said she spoke with Mr. Dean about this project. The DPW was looking to get the information needed to make informed decisions before they proceed.

Mr. Lennon said that regarding the Town Hall work, Jeff Beck sent them a different list of projects that had nothing to do with the sewer. Was there more change this year than normal to the list? Mr. Perry said maybe a little more than normal years, but they always must make revisions. It depends on the needs that arise. This is done in consultation with Mr. Dean and others, not in a vacuum. Mr. Corson said one of the responsibilities of the Facilities Committee is to do a Facilities Condition Assessment and help build out a more robust project list. If the \$100,000 budget is not sufficient for maintenance, that's something they can determine. He'd like to shift the conversation to the Committee's goal to find funding for that assessment. Ms. Perry said she was discussing with Mr. Sharples about whether the assessment should be on the CIP next year. The RFP for this work was expected to be around \$75,000 for one year, and possibly more over a couple of years. That would be challenging with a budget of \$100,000, so they're looking to get it in addition to the regular budget. Mr. Corson said with \$25-30,000 they could initiate the process and begin to build the database, starting

with the more critical facilities in the town. Mr. Weeks said they should work on making a better case for this assessment and its benefits to the town. Ms. Perry said they've started internal discussions about starting with a canned program or similar more scalable approach. They already have some information based on the Turner facilities report from 2015. Mr. Weeks asked who in the DPW was doing this work already, and Ms. Perry said Jeff Beck and Matt Berube. Mr. Corson said the data has to be good, so he's still in favor of bringing someone in to do it.

Mr. Lennon asked if each Department generates its own maintenance list for its building, which the DPW could use to build their list. Ms. Perry said no, they haven't requested that in the past, but it's something they could consider moving forward. Once the Department has put in that request, there would likely be an assumption that it will be addressed, so there should be some realistic expectations created. Mr. Lennon said he thinks the raw material should come from the Departments that use the buildings. Ms. Perry said to get this information might help with a planning aspect, for example when there's a new hire and the facilities need to be reconfigured. The town is a small enough organization that they typically do know what's going on in the other Departments, but once in a while there are surprises. Mr. Lennon said that at the next working session he wanted to draft a list of what information from Departments would be helpful. Mr. Weeks said this was basically what they'd get from the FCA, so they should know what kind of system they would ultimately be plugging that into. Mr. Lennon said they could use this information to inform the maintenance budget now. Mr. Weeks said he thinks that's already part of the CIP process, which the Facilities Committee has input into.

Mr. Weeks asked about the line for the ADA study. Is the town's intent to fund that from the \$100,000 discretionary fund? Ms. Perry said it's more for the building facilities needs, not street crossings or other things. She anticipates that there will be things identified that need to be addressed. Mr. Corson said ultimately for every facility they should have an accessibility line. Mr. Lennon asked if there was a way to see what the town has spent each year on ADA compliance. Ms. Perry said she doesn't think there's a single point of information just about ADA. It's very project specific.

## 2. Public Safety Complex Study Update

Mr. Sharples said he got the RFQ out, and had several contacts already. They'll give it around 30 days for responses. Mr. Lennon said he wanted the public to know that they didn't breach confidentiality by discussing security at the Public Safety Complex.

## 3. Review Debt Service Spreadsheet

Mr. Dean discussed the master worksheet for debt service across the General Fund, Water, and Sewer Funds, which shows existing and anticipated debt service over the next 5 year period. They use it to smooth out the amount of debt service for the town. Right now, in the General Fund, debt service is about 7% of budget, and they try not to get beyond 10%. The sheet also shows proposed projects with estimated costs and the impact of projects on a \$300,000 homeowner.

Mr. Weeks asked if the numbers were developed working with the BRC. Mr. Dean said he's had a meeting with Bob Kelly, the Chair of the BRC, as well as the Chair

of the Select Board, to go through these numbers. They want to come up with a model that would show the tax impacts and Water/Sewer in a more holistic way, which he's working on right now.

Mr. Weeks said as the Facilities Committee comes up with a way to prioritize building needs, maybe they could help shape this list as well.

Mr. Lennon asked about the cost for the DPW project, which he believed to be out of date on the sheet. Mr. Dean said that's the construction number from the latest CIP. Mr. Lennon asked when they know there's a change in number, when is it appropriate to update the table? Mr. Dean said if they have a known inflationary factor, they would add it into the projection. They don't know the costs yet, but there will be a conversation about updating for this year's CIP. Mr. Corson said they should also look at when the scope of the proposal has changed, as with the DPW garage.

Mr. Lennon said the Select Board voted 5-0 to allot \$0 for the DPW Garage. Part of the funding was to get data about the site, including a wetland and topography survey. DPW is going ahead with this survey to "keep momentum going". Why should they be spending any money for work that was rejected by the Select Board? Mr. Weeks said they voted down the \$100,000 because there wasn't enough clarification on what the money would be spent for. It wasn't specifically about the survey. Mr. Corson asked how this concern relates to the Facilities Committee, as it seems like a question for the Select Board and the Town Manager. Mr. Lennon said it was the Facilities Committee's recommendation not to fund this work, so when the DPW spends money on it, their recommendation was not respected. Mr. Corson said this will give them more information to go into an FCA. It will be helpful to understand whether the wetlands are capable of supporting development. Mr. Lennon complained that Ms. Perry is spending money on a project that the Facilities Committee said no money should be spent on.

#### 4. Raynes Farm

Mr. Weeks said he talked to Kristin Murphy, who is looking to submit the LCHIP grant application June 11th. They're looking for a letter of recommendation from the Facilities Committee to the Select Board that she could include in the application. Mr. Corson said it's a town-owned property, so it needs to be stable and weather tight. The structural issues must be addressed. Mr. Lennon said he spoke with Bill Campbell of the Conservation Commission about what they would do if they got the building funded, and he said they were working on some kind of list, which would be part of their submission for the CIP. It would be helpful for the Facilities Committee to review that list. Mr. Dean said Kristin Murphy will be presenting it to the Select Board. The most recent estimates are \$242,000. Ms. Kelly said she thought that they got a good list at the site visit. Mr. Weeks says he thinks conserving the building is a worthwhile goal. He would like to see a vote on the letter of recommendation and if approved, to write it within the next few weeks. Ms. Kelly agreed to write the draft.

**Mr. Weeks made a motion to write a letter of recommendation in support of the Raynes Farm LCHIP application, and draft it to approve at a future meeting. Mr. Corson seconded. In a roll call vote, the motion passed 4-0.**

5. Approval of Minutes

a. May 6, 2021

**Mr. Weeks made a motion to approve the minutes of May 6, 2021 as presented. Mr. Corson seconded. In a roll call vote, the motion passed 4-0.**

6. Adjournment

**Mr. Weeks made a motion to adjourn. Mr. Corson seconded. All were in favor and the meeting adjourned at 5:30 PM.**

Respectfully Submitted,  
Joanna Bartell  
Recording Secretary