

Facilities Advisory Committee Meeting
Thursday, June 3, 2021
4 PM
Remotely via Zoom
Final Minutes

1. Call Meeting to Order

Members present: Peter Lennon (Acting Chair), Rob Corson, Amanda Kelly, Mark Leighton, Daryl Browne

Members Absent: Kris Weeks (Chair)

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

Mr. Lennon read a statement:

As Acting 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. Lennon started the meeting by taking a roll call attendance.

1. Old Business

a. Public Safety Complex Update

Mr. Corson said the RFP is still out, so there are no updates.

b. Raynes Farm Letter

The Committee reviewed the draft of the letter of support for Raynes Farm written by Ms. Kelly. Mr. Leighton commented that his name was written "Lennon." Mr. Lennon said Mr. Leighton wasn't present for the vote of support on the project, so they should re-vote if they want to give unanimous support. Mr. Corson said Mr. Leighton was present for the walk-through and discussion. The motion at the last meeting was just to the effect that Ms. Kelly should draft a letter.

Mr. Lennon said he had given Ms. Kelly a number of minor changes, which she said she accepted. He also asked whether they should put in the letter the specific dollar amount for the warrant article, \$141,000, with the understanding that if the estimate increases, the Committee would support a higher amount. Mr. Leighton said they shouldn't put the dollar amount, since the

town must continue to maintain the barn going forward. He thinks this letter is more one of general support. Mr. Corson said there's a limit to the amount that LCHIP will give. He would prefer not to put a dollar value in their letter. Mr. Lennon said he felt this letter was only related to the specific LCHIP grant; limiting it doesn't mean they won't support projects in the future. Mr. Corson said the letter is in support of the application, which would specify the funds. Mr. Lennon agreed that they could leave the letter as is.

MOTION: Mr. Corson moved to send the letter of support as written by Ms. Kelly with the minor changes that Mr. Lennon suggested. Mr. Leighton seconded. In a roll call vote, all were in favor and the motion passed 4-0.

c. Library Construction Update

Mr. Corson suggested the library should do a post-project review to help the FAC advise them in the future. Mr. Leighton and Ms. Kelly agreed. Ms. Kelly suggested bringing the Committee's questions and concerns to them as well. For example, they added a new entrance without adding a curb cut. Mr. Lennon said this was a project with little oversight from the town because of the funding, which is controlled by the Trustees. It would be a good precedent for the Library to have a session with the Facilities Committee to show that this was going to be part of the process for every project in town. Mr. Corson said he will reach out to Library Director Hope Godino for next steps. Mr. Lennon said he'd also like to see Town Manager Russ Dean involved.

2. New Business

There was no new business discussed at this meeting.

3. Working Session on the FCA

Mr. Corson said he'd like to follow up on the Facilities Condition Assessment and the funding and charge for that project. He wants to see a dollar value of \$30,000 to initiate the process, unless they are just going to be sitting down with the Department heads to create the assessment. Mr. Leighton said they should get a consultant in to enter the information into a database, not just an Excel sheet that will be unused. The DPW should have a master list of what each building needs, not just be reactive. It would be hard to get public support for a warrant article, but they should try to get it funded. Mr. Lennon said the CIP has a lower-dollar limit of around \$25,000, usually anything above that goes into the budget or on the warrant. The DPW doesn't want to fund this assessment out of an existing line. Other studies that have gone on the warrant have been rejected. Mr. Corson said they should increase the maintenance budget to fund the study. Mr. Leighton said he would like to get an RFP out and get real numbers.

Mr. Browne said the FAC should position itself as a group that's helping the voters allocate funds. Mr. Leighton said he thinks the assessment would help with transparency of town projects for the voters. Mr. Lennon said he would support going to the Select Board and asking for this money to be added to the DPW budget. He would like Mr. Leighton and Mr. Corson to write a case for it. Mr. Lennon asked if the RFQ had already been sent out. Mr. Corson said no, they've changed the budget so it would need to be revised. Mr. Leighton said he would go with an RFP, not a request for

qualifications. The first step would be to get it out so they could have better numbers. They should also sit down with Jennifer Perry of Public Works to get her support for adding this to their budget. Mr. Lennon asked if everyone was ok with it being an RFP, and the other members said yes. Mr. Corson will review the RFP and Mr. Weeks will take it to Dave Sharples to send out. Mr. Corson and Mr. Leighton will also put together the outlines of the elevator pitch for the study.

4. Other Business

Mr. Corson said members should come up with items for the next meeting's agenda. Mr. Weeks had suggested reviewing some potential sites for the Public Safety building. There's also a draft of the ADA accessibility study that should be reviewed. Ms. Kelly said Mr. Sharples hadn't yet given his final seal of approval to the ADA study. Mr. Lennon said ADA compliance is not in the budget every year, and the Facilities Committee should take a position that the town needs to do this on a regular basis. Mr. Browne suggested Doug Eastman would be a good contact for this discussion. Mr. Corson said he took a look at the draft of the ADA study, and he thinks it should be structured by type, such as Parks and Rec, Building Access, Roads, etc. They may want to look at it prior to a completed draft to see if they have any questions or clarifications. Mr. Lennon said they should review the draft and have someone present from the town at the next meeting to answer questions.

Mr. Leighton said the schedule for the next six months that Mr. Lennon has been working on should be a standing item on the agenda. Mr. Lennon said it's on the shared drive for their review.

5. Public Comment

- a. There was no public comment at this meeting.

6. Approval of Minutes

- a. Minutes of May 20, 2021

Corrections: Mr. Lennon said "Mr. Ingram" should be changed to "Mr. Corson". On page 3, first para, there's a reference to Ms. Perry saying they already have some information based on the "timeline facilities report" of 2015, but that should read "Turner facilities report."

Mr. Lennon discussed the maintenance priorities of the departments and the DPW. Mr. Corson said maintenance of buildings is controlled by the DPW, not users. There's a work order system, but the departments are not generating a list of maintenance items. Mr. Lennon said the departments should be asked for their maintenance priorities, even if it doesn't mean that the DPW will address them. Mr. Leighton said a department can put requests in, but the requests would be approved or denied by the DPW. The department's list shouldn't be on the level of major items like the HVAC system. Mr. Lennon asked how they would resolve conflicts in priority between the departments and the DPW. Mr. Leighton said it ultimately goes up to the Town Manager, but the DPW should be using input from the departments in creating their priorities. The DPW has to look at the big picture of the town's priorities.

Mr. Lennon asked if the members had gotten enough information from Jennifer Perry or if they should have Jeff Beck speak to them about the maintenance process.

Mr. Corson said he felt there was a reluctance to discuss specifics with them. Mr. Lennon said he didn't think they got much useful information.

MOTION: Ms. Kelly moved to approve the minutes as amended. Mr. Corson seconded. Mr. Leighton abstained as he had not been present at the previous meeting. The minutes were approved 3-0-1.

7. Adjournment

MOTION: Mr. Leighton moved to adjourn. Mr. Corson seconded. All were in favor and the meeting adjourned at 5:30 PM.

Respectfully Submitted,
Joanna Bartell
Recording Secretary