

Facilities Advisory Committee Meeting
Thursday, July 1 2021
4 PM
Nowak Room, Town Offices
Final Minutes

1. Call Meeting to Order

Members present: Kris Weeks (Chair), Rob Corson, Amanda Kelly, Mark Leighton. Russ Dean and Dave Sharples were also present. Amanda Kelly was attending remotely due to medical reasons.

Members Absent: Peter Lennon, Daryl Browne

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

1. Approval of Minutes

a. June 3, 2021

The minutes were tabled until the next meeting

2. Old Business

a. Public Safety Complex

Mr. Sharples said they got a good response to the RFQ, with 15 responses. The next step is to create an interview panel with one member from the FAC. They can meet via Zoom, since an interview panel is not under 91A; the interviews would be in-person over the course of a day. He'd like to get the process done in the next 4 - 6 weeks. Mr. Corson said his firm has submitted a proposal, so he will not participate. Mr. Leighton volunteered to be on the panel.

b. Raynes Farm Letter Submission

Ms. Kelly said she sent the draft letter to Mr. Weeks with Mr. Lennon's edits. It was approved 4-0 in Mr. Weeks' absence. Mr. Weeks will forward the letter to the Select Board and the Raynes Farm Stewardship Committee.

c. Facilities Conditions Assessment

Mr. Corson said he'd been working on sample data for the assessment, which could be used to show the community why it's important to do a full assessment. Mr. Weeks asked if Mr. Sharples could post the RFP or distribute it informally when they don't yet have a budget for it. Mr. Sharples said he would have to speak with the Town Manager. Mr. Corson said he'd like to get it out in September so that if approved in March they could hit the ground running. Mr. Weeks asked if this would be a CIP or warrant article; Mr. Corson said they could potentially add something to the Maintenance budget. Mr. Sharples said he would bring the sample and information to Mr. Dean.

Mr. Weeks said they should determine who would be maintaining the information, potentially with annual updates. Mr. Corson said he added

information about an annual assessment to the RFP so that they could look at that as part of the service.

Mr. Weeks said that the Budget Recommendations Committee was putting together the priorities for capital expenditures as well; ideally this system would support what they are doing. Mr. Sharples said the BRC are looking from a financial standpoint, not prioritizing one building over another. Mr. Weeks asked Mr. Leighton to put this informally in front of his contact to get a ballpark figure. Mr. Corson said the study his firm did for Exeter was \$75,000 in 2014, but that was an extensive study, looking at over 1M square feet of property.

d. DPW Project List

Mr. Weeks asked if there had been follow up with Jennifer Perry of the DPW on a more extensive DPW project list. They were also looking for more information on how decisions were made and if the Department Heads had a say. Mr. Leighton said he thought DPW should take the lead on developing the list. It's probably the Town Manager who makes the final decision. Mr. Corson said that when Ms. Perry did her presentation, they only saw the 10 or so items going up for budget this year, but they wanted to see the complete list. Mr. Lennon had pointed out that one of the items was to survey the land behind the DPW building, which didn't seem like a maintenance item. He [Mr. Corson] said seeing the list would allow the Facilities Advisory Committee to help the DPW with process and communications. Mr. Dean said the Departments are weighing in on maintenance, and the DPW is weighing that but also going out and looking at the buildings' condition. The Town Manager only weighs in if there is something "below the line" of the \$100,000 budget that he thinks should be a greater priority. The Budget Subcommittee also looks at the list. He can get the full list from the DPW to share with the Facilities Advisory Committee. Mr. Corson said he would also like to see progress with getting things off the list.

e. Library Update

Mr. Dean said he asked the Library for an update, but hasn't received one. Mr. Corson said he can follow up. They were looking to do a post-project download with the library, contractor, and design team to get a better idea of the process. He asked about doing the meeting virtually, and Mr. Dean said they could set up the hybrid for them to Zoom in for a meeting. Mr. Leighton asked if the Library is responsible for their own maintenance, and Mr. Dean said the town will help out in an emergency but they have their own maintenance budget and use outside people to do it. Mr. Corson said the next step is to reach out to all the parties, and perhaps plan a meeting in September. Mr. Weeks asked about a planned end date for the Library construction. Mr. Dean said the target was the end of May 2022.

3. Other Business

a. CIP

Mr. Sharples said he and Mr. Dean had a preliminary meeting with the Department heads, and will meet with them again July 14th. He shared a draft list

of the 2022-2027 projects with the Committee, including the Public Safety Complex, a Town Offices GeoTech Evaluation. Court Street RFP Design/Engineering, the Rec Park Athletic Field Parking Expansion, the DPW Complex, a Parks and Rec Community Center, and the Surface Water Treatment Plant. Mr. Leighton asked about the Town Offices project, and Mr. Sharples said there have been some structural concerns identified in the building.

- b. Mr. Corson said he'd like to revisit the connections with the other committees. Ms. Kelly offered to create a list of committees that may have facilities-related work. Mr. Sharples said he could coordinate with the Sustainability and Energy Committees. Currently, the Sustainability Committee is working on a single-use plastics policy, which isn't directly related to facilities. Mr. Corson said they should provide guidance to any committee working on facilities goals.
4. Public Comment
 - a. There was no public comment at this meeting.
 5. Adjournment

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

Respectfully Submitted,
Joanna Bartell
Recording Secretary