

Facilities Advisory Committee Meeting
Thursday, July 15 2021
4 PM
Wheelwright Room, Town Offices
Final Minutes

1. Call Meeting to Order

Members present: Kris Weeks (Chair), Peter Lennon (Vice-Chair), Rob Corson, and Mark Leighton. Town Planner Dave Sharples was also present.

Members Absent: Amanda Kelly, Daryl Browne

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

1. Approval of Minutes

a. June 3, 2021

Corrections: Mr. Lennon said on page 2 line 8, his statement that “the CIP has a dollar limit of around \$25,000” should read “the CIP has a *lower*-dollar limit of around \$25,000.” On page 3 line 5, his statement should read “ADA compliance is *not* in the budget every year.”

MOTION: Mr. Corson moved to accept the minutes of June 3, 2021 as amended. Mr. Leighton seconded. Mr. Weeks did not vote, as he was not present on June 3. All were in favor and the motion passed 3-0.

b. July 1, 2021

MOTION: Mr. Corson moved to accept the minutes of July 1 2021 as presented. Mr. Leighton seconded. Mr. Lennon did not vote, as he was not present on July 1. All were in favor and the motion passed 3-0.

2. Old Business

a. Milestone Review

The Committee considered the milestone document. Mr. Lennon said they'll need to adjust some of the due dates for tasks as they are getting into July. They discussed the process of coordinating with the Planning Board and Department Heads on the CIP; it was decided that they would attend the August 12 and 26th Planning Board meetings. Mr. Lennon said they should also come up with a list of questions prior to August 2. Between August 12 and August 26, they should finalize a presentation to the Planning Board with the FAC recommendations.

b. Public Safety Complex - Designer Selection

Mr. Sharples said the interview panel is reviewing the information submitted. The panel will meet and decide who to interview. Mr. Leighton will review the submissions and submit his rankings by next Friday. The other members asked to

see his information. They will coordinate with the Select Board in late August/early September, and look to start analysis in the fall. Mr. Lennon asked the Committee to consider ways to bring the public into the process earlier. Mr. Weeks said the \$100,000 for this project was approved by a very slim margin. They may need to ask for more money in the warrant to augment the feasibility study, as the \$100,000 may go very quickly.

c. Raynes Farm Letter

Mr. Weeks said he will forward the final letter to the Select Board.

d. Facility Conditions Assessment - Select Board

Mr. Leighton said reached out to a firm with a draft of the FCA RFP, which provided valuable information. Mr. Corson said the company gave an estimated fee of \$35,000-45,000 for the FCA portion, which included going through each facility, collecting the data, and doing the interviews. The firm needed clarify regarding the delivery of the data - can it be just Excel? There were also some suggestions to tighten up the RFP.

Mr. Weeks said getting the data seems like the big task, getting it into a system seems easier. It sounds like the complete project could be \$50,000 or \$75,000. Mr. Lennon suggested getting the data in year 1 and get it into a program next year. The FCA is more important than the items on the maintenance list. Any money that we ask for is going to be viewed as in competition with the Maintenance budget. When they discussed it previously, they didn't think it should be a warrant article, but he doesn't know what the best option is. Mr. Weeks said they have some rough numbers. They need to look at who will update the information – will it be someone working for the town? They should go before the Select Board to present this project. Mr. Leighton said they should talk to the DPW before Select Board. Mr. Sharples said they should put it on the CIP, which doesn't describe funding source. A CIP can be in the budget or warrant article. Putting it in there gets it in front of the public. Mr. Lennon said they should reconsider throwing everything in the CIP, because a big list of projects scares the public. Mr. Sharples said they put their needs on there, and this study is an identified need. It's done for transparency. Mr. Corson said they should give voters as much information as possible so they can make decisions in March.

Mr. Corson said they should change the RFP to specify they'd like the data in Microsoft Power Bi instead of Excel, which allows you to import and manipulate the data. It could still be exported to Excel.

Mr. Weeks asked if there were other firms they could go to, and Mr. Leighton said he felt this was enough to get a rough number.

Mr. Sharples said they should involve Russ Dean before sending out the RFP. Mr. Weeks said they can talk to the Select Board in September and issue the RFP after that. They should also coordinate with the BRC; it should serve as a tool to inform the BRC process. Mr. Lennon said the BRC works primarily in October, and their CIP deliberations are in mid-November, but waiting until November to go to the

BRC is too late. If they don't get an endorsement from the BRC, they'll be at a disadvantage with funding when they go to the Select Board.

Mr. Weeks asked if they should wait until they get funding to issue the RFP. Mr. Corson said if they saw examples of the product, which they will get from the RFP process, that will be more compelling. Mr. Leighton said a Department Head has to own a CIP project, and Mr. Sharples said he will figure that out. He [Mr. Sharples] will reach out to DPW first. The proposal could also just come from the Committee, as with the Raynes Farm project, which was put forward by the Conservation Commission. Mr. Sharples added that the DPW has the staff to maintain this data. Mr. Leighton said there's not a lot that changes each year, so it should be easy to maintain.

3. Adjournment

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

Respectfully Submitted,
Joanna Bartell
Recording Secretary