

Facilities Advisory Committee Meeting  
Thursday, September 23, 2021  
4 PM  
Nowak Room, Town Offices  
Draft Minutes

1. Call Meeting to Order

Members present: Kris Weeks (Chair), Peter Lennon (Vice-Chair), Rob Corson, and Mark Leighton.

Members Absent: Amanda Kelly, Select Board rep Daryl Browne

Town Planner Dave Sharples, Public Works Director Jennifer Perry, and Assistant Town Manager Melissa Roy were also present.

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

1. Approval of Minutes

a. September 9, 2021

**Mr. Leighton made a motion to approve the minutes as presented. Mr. Lennon seconded. All were in favor and the motion passed 4-0.**

2. DPW Update

Jennifer Perry, the Public Works Director, was present to address questions that had been previously submitted in writing to the Planning Board by the Facilities Advisory Committee.

Ms. Perry said that Public Works originally submitted a \$75,000 CIP request for FY 2022 to address the fuel island. They anticipate that it will be several years before the town can undertake the complete project of the Public Works Facility; perhaps May 2024 for the design, with construction finishing in 2027. That's the wrong timeline for the fuel island facility, which is in poor condition now. It's been an identified need in prior years, so it's not a new request.

Ms. Perry said that the fuel island has been reviewed by two outside parties. Lakes Region Environmental did a condition assessment in 2018, when they identified that it needed to be replaced. The NH DES Waste Management Bureau also does an annual inspection of the facility. The facility has had previous deficiencies, which have been remedied, but it's just a matter of time before there are more issues. Mr. Leighton asked if Lakes Region Environmental had put a timeline on the replacement of the fuel island. Ms. Perry said two years [from 2018], and the DPW has already exceeded that. Mr. Leighton asked whether that recommendation was based on the integrity of the tanks, and Ms. Perry said no, it's the overall system, such as the wiring, alarming system, and the condition of the canopy. Mr. Leighton asked the age of the system, and Ms. Perry said 23 years. Currently they're in compliance, and they've addressed all previous deficiencies. Mr. Corson asked about the risk assessment, whether there is a

potential for leaking or other issues. Ms. Perry said tank leakage is not the most likely failure. They expect an issue with the reporting and electronic systems.

Ms. Perry said to reinvest in the existing system would not be wise money spent. If they lose that facility, the town fleet, including Police and Fire, will have to go to an outside agency for fueling. They've done that in the past for short periods of time, but there are challenges with proper accounting and records in that case. Mr. Corson asked if the electronics fail, would they not be able to use the fuel island? Ms. Perry said that's correct.

Mr. Lennon said that Public Works is looking to locate the fuel island facility with site circulation in mind, which suggests a need to have a firm idea of what the rest of the campus looks like. How can they do this work without having that information? If they're going to build the complex around the fuel island, how will they build the best complex to meet their needs? Ms. Perry said that's been one of their concerns, but there are some existing constraints on that site that will put limits on where they can put the new fuel island.

Ms. Perry said that this week, in a meeting with the Town Manager, Public Works was asked to make some tough decisions on the CIP, and they're asking for a reduction on this item to \$50,000. They would still be doing the civil site engineering at \$25,000, which includes site planning, concept design, site-specific development costs without borings, and developing building costs based on square footage pricing and room types. They're also looking for \$10,000 for an architect to collaborate on the planning and site development, and \$15,000 for the fuel island concept and preliminary design.

Mr. Lennon asked if that is \$15,000 directly related to the fuel island, and the rest to begin to scope out what the new complex will look like, and Ms. Perry said yes. Mr. Lennon said if they wanted to fix the fuel island alone, the \$15,000 addresses that, but they need to do this other work to figure out where it might fit in the complex? Ms. Perry said yes. Mr. Leighton asked what the \$15,000 would get for the fuel island. Ms. Perry said this would be the conceptual and preliminary design, not the full design. Mr. Leighton asked what deliverable they want to have for the DPW compound at the end of the \$50,000. Ms. Perry said they would have concept-level site plans, more accurate development costs, and making sure it's a site that conforms to the needs of the fueling facility. Mr. Leighton asked if they will have a master plan for that campus, and Ms. Perry said yes.

Ms. Perry mentioned that they've done a preliminary consideration of other sites for the Public Works campus, but given the lack of available sites, it looks like the best option is to stay where they are.

Mr. Lennon asked why they wouldn't do an operational analysis of the DPW's needs as with the Public Safety Center, and then move to figuring out how the given site can or cannot be made to meet their operational priorities. Ms. Perry said Lassel Architects did a basic but comprehensive review of the operational needs as part of their study report. Mr. Lennon asked if this was the work based on a 40,000 square foot building, rather than the 15,000 square foot building in the CIP? Ms. Perry said that was correct. Mr. Lennon said any money they spend beyond what they need for the fuel

island is premature, without the kind of independent review they had for the Public Safety Center. He doesn't understand why Public Works can't follow the same process.

Mr. Leighton asked about the time frame in which this project will meet the demands of the town. Are growth and issues like Parks and Rec equipment storage addressed? Ms. Perry said the campus should be modifiable and expandable. They're looking at a 10 year window, but it's expandable beyond that. Regarding other departments, she encouraged town administration to review other operations that are similar or might need space as part of this project, but that wasn't pursued. Mr. Lennon asked why that was not pursued, and Ms. Perry said she didn't know. She brought it to Mr. Dean's attention and had two separate conversations with him about it. The challenges with the site are that it isn't huge, while a Department like Parks and Rec has a lot of space needs. Mr. Lennon said no one is asking them to put playing fields at the DPW complex.

Mr. Corson said they're concerned because there's no master plan and they have a building that went from 15,000 square feet to 40,000 square feet. The Committee needs to question how they got from point A to point B or people will probably vote against it with that gap. Ms. Perry said they did anticipate that there would be some capacity for storage on the site. They've also talked about facilities off-site. Town Offices and Town Hall have a lot of storage needs. They've also talked about administrative office space as part of that site.

Ms. Perry said one aspect of the Public Works CIP has been removed from FY 2022, for structural evaluation of a Public Works building with a crack in the wall that they have been monitoring. Through some old files, Public Works saw that there were different foundation types to this building, and they suspect it's differential settlements. It was not caused by the adjacent parcel development, since the crack was observed prior to that time. If there were imminent concerns about the safety of the building, they would not be removing this item from the CIP.

### 3. Other Business

#### a. Select Board Rep

Mr. Weeks said Select Board Rep Daryl Browne is having trouble making it to the Facilities meetings, so they may want to consider having another rep. Mr. Leighton asked about adjusting the time, and Mr. Weeks said it would have to be before 10 AM or after 7 PM to fit with Mr. Browne's work schedule. The 4 PM seems to be working for most Committee members. Mr. Lennon said if Mr. Browne can't make it, and they can't change the time, they should have another rep. The Select Board needs to be aware of the way the FAC is thinking about projects. Having a rep present ensures that the Committee's recommendations are not a surprise. Mr. Weeks said he will check in with Mr. Browne as well as Ms. Kelly to see if they can do meetings in the mornings before requesting another rep.

#### b. Milestone Review

Mr. Weeks said one of his milestone items was to meet with Jen Perry to talk about the Facilities Condition Assessment and its subsequent management. He did meet with Ms. Perry today, but he couldn't ask what her Department could contribute, because he didn't know what could be handed off to them. He needs a little more clarification on how the FCA will work after the initial report is complete. Mr. Leighton said it should just be a database, where someone will go in and update projects and add new ones as things get identified. It should be simple and straightforward.

Mr. Corson said the greatest value of the FCA is from a planning standpoint, having transparency as to what maintenance items aren't getting completed, why they aren't getting completed, and how the town can address them. He said at the Hospital, they had a third party they handed off the information to yearly, but it wasn't a lot of data.

Ms. Perry said that Public Works does a lot with asset management, especially with "horizontal assets" like paving, and they're now working on managing "vertical assets" like the equipment of the Wastewater Treatment Plant. They're working with the company People GIS, which makes systems that are very customizable. In the past they've used off-the-shelf systems, but those were way overbuilt for the DPW's needs. People GIS has worked with the DPW to customize a module for the fleet, which is regularly maintained by the DPW staff. People GIS has also developed new modules for Facilities, and Public Works wants to expand the modules' use from just the Wastewater facilities to the entire town. People GIS has been working with the town of Seabrook to do something comparable to what Exeter wants to do. They're getting close on the project management side. This work can either dovetail with a separate FCA, or it can incorporate it. Public Works does have multiple databases, such as their legacy one for paving, and they're not perfectly integrated, but they're trying to migrate in that direction.

Mr. Corson said with any database, the information is convertible to another system, so what precludes them from going forward with the FCA? Mr. Lennon asked if he was sure about that. Mr. Corson said if they export it the right way, it's translatable to other programs. Once they've captured the data, it's exportable. Mr. Lennon said we've been telling people that the FCA will be usable and beneficial to other Departments and town leadership. Now he's hearing that whatever comes out of the FCA will be at worst a stand-alone laptop with resident software, or at best it will be information exportable to other databases that will talk to each other. Mr. Corson said it won't be a specific laptop. What we want is to create something that is transportable, to capture the information that is in all of the studies and reports in a digital way that doesn't get lost. Mr. Lennon said we have to give some conceptual idea of how this will work with other systems. Mr. Lennon said whenever there's a software question, the budget estimate is never accurate.

Mr. Leighton asked Ms. Perry if she thought that People GIS could be used for the FCA. Mr. Corson said he doesn't think so. Mr. Leighton asked if the software could evolve into it. The majority of the \$45,000 is capturing the initial information. He would hesitate to create something in-house, because sometimes that doesn't work right. Ms. Perry said it's early for her to give that answer. This is relatively new and they haven't had a chance to sit with People GIS and see what the specific inputs are for their modules. To get the detailed assessment is key. Regarding the horizontal assets, they worked with engineering firms to determine information like the criticality of failure. With the People GIS Facilities, it does seem to have that in there, but she doesn't know yet. Mr. Leighton said he'd like to see a demo of the People GIS System.

Mr. Lennon said he talked with Bob Kelly, the Chair of the BRC, and Mr. Kelly and Mr. Stevens are more than willing to sit with the FAC in the next couple weeks regarding the FCA. Mr. Kelly asked Mr. Lennon if the write-up for the CIP was sufficient to understand the project, and Mr. Lennon said Mr. Lennon and Mr. Corson had worked on a supplement that they wanted to send to the BRC. Someone from the Facilities Committee will have to meet with the BRC members, and Mr. Lennon suggested that Mr. Leighton should do it.

c. CIP Rec Facility Potential Acquisition

Mr. Weeks said he and Mr. Lennon met with the Rec Department and Stephanie Papakonstantis of the Rec Advisory Board regarding the potential acquisition of 10 Hampton Road by the town.

Mr. Lennon said some of the details are imprecise, such as the square footage of the building. It's not clear how much savings in the future the town will have, but there will be savings. This does look like a good opportunity for the town, and the Facilities Committee should consider putting a recommendation in a letter to the BRC and Select Board. Parks and Rec had a CIP proposal for a \$4.5M parking expansion and fields renovation in FY '24 and a \$6.5 M community center in FY '27. This new proposal would be \$1.2M, which is \$1.1M for the property and \$100,000 for modifications to the building.

Mr. Corson asked if the town has done an assessment on the property from an ADA, Fire code, etc standpoint to determine what modifications will be necessary. Mr. Lennon said they were going to do the absolute minimum of modifications in the beginning. There's no secondary access to the second floor, so they're not going to do any ADA activities on the second floor. There was no comprehensive assessment like Mr. Corson is describing. There was no formal appraisal; Parks and Rec got opinions on the building's value from a couple of realtors. Mr. Lennon said he asked them to consider getting a formal appraisal. Mr. Weeks said they also asked someone to verify whether the building in its current condition is a good investment for the town. Parks and Recs is planning to have people from the DPW and the Building Department do an inspection. Doug Eastman would ensure that the proposed uses are code-compliant.

Mr. Corson said his concern is that that review is not independent. Doug Eastman is not a professional in the industry that's liable for making judgments. Mr. Corson thinks this is a good piece of property in a good location, but if they purchase the property, it needs to be safe and accessible. For example, a two-story building is required to have an elevator. Mr. Lennon said those are things Parks and Rec would have to answer in some way prior to the FAC recommendation, but he didn't see anything that would be a fundamental flaw in the proposal.

Mr. Weeks said in addition to current occupancy plans, he's curious to see future plans and proposals for expansion. The Rec Department is using its internal operating budget for a study by an engineer to evaluate the site. Mr. Corson said he would like to see how this ties into the plans they had before. If it doesn't meet the needs from the Department's needs assessment, what are their next steps? Mr. Weeks said Mr. Lennon had advised them to put that information together for the presentation. Mr. Weeks said his understanding was that they would do incremental phased expansion.

Ms. Roy said that Parks and Rec had talked about not using the second floor since it doesn't have ADA accessible access. Even using only the first floor, there is more programmable space than at the Rec Center. In the next 5 to 8 years, they'd like to make small improvements. The original building would be kept, not replaced. This piece of property is important because of its location. The property is flat and allows additions to be put in in the future. They'd like to move Parks and Rec in there, and the town can decide what to do with 32 Court Street.

Mr. Leighton said he would not take tearing down the building off the table. Maybe it makes sense to start over with it and build it in the right way. Ms. Roy said it's not off the table, but they were looking to see what the voters would approve and make small incremental changes. This purchase is key to the long term plan of Parks and Rec, and they are willing to occupy the building with minimal changes to get to the long-term plan.

Mr. Weeks said this property abuts two commercial properties, so they shouldn't have the abutter issues of previous proposals. Ms. Roy said the current park is under LWCF restrictions, but this property is not, so if they keep the building there they will not have to do a land swap. Mr. Corson asked if the purchase price has been set, and Ms. Roy said there was a purchase and sale for \$1.15M signed by the Select Board pending voter approval in March. Mr. Corson said he saw a \$1.5M number on social media, so they should correct it. Ms. Roy said she would follow up on that.

#### 4. Adjournment

**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