

**MINUTES FOR EXETER FACILITIES ADVISORY COMMITTEE (FAC)
MEETING,
THURSDAY, December 2, 2021**

TIME: 4:30 pm – 5:40 pm

Attendees: Chair Kris Weeks, Vice Chair Peter Lennon, Amanda Kelly, Julie Gilman (Select Board Representative)

Scribe: Peter Lennon

- 1) **Milestone Review:** The FAC reviewed its latest Milestones for action and decided to advise the Select Board (SB) by letter of its positions on the significant FY 22 Capital Improvement Program (CIP) projects. The FAC decided to send essentially the same letter it decided to send to the Exeter Budget Recommendations Committee (BRC), unless there are any unexpected issues raised in the BRC's recommendations on these projects.
- 2) **Facilities Condition Assessment (FCA):** The FAC discussed that the BRC approved the FAC's \$45,000 request for the FY 22 CIP project for a Facilities Conditions Assessment. (It was later determined that the BRC recommended that the FCA be funded through a separate warrant article and "only with explicit oversight and management by the Department of Public Works (DPW) and Planning Department.")

There was discussion about how and when the FAC should appear before the SB to urge it to support the FCA and when it should send its letter about all FY 22 CIP items, and how SB Representative Gilman might take the lead with her colleagues.

Ms. Gilman said the Committee should appear before the SB "the sooner the better" and send the SB its letter before Christmas. Chair Weeks echoed her recommendation and said he would be available to make the presentation to the SB.

Ms. Kelly volunteered to review the BRC's meeting minutes about its FCA recommendations to determine if the FAC needed to address any issues in its letter to the SB. Chair Weeks said he would consider calling the BRC Chair Bob Kelly (no relation) to obtain a verbal update of BRC actions.

At the time of the meeting, the FAC thought it was still undecided where to place the \$45,000 in the budget (a separate line item, spread among several line items, or a warrant article).

Ms. Gilman reported that the SB's sessions on January 6 and 20, 2022 would examine the town budget and CIP.

Chair Weeks said that the FAC should meet to decide whether to support or rebut any of the BRC's recommendations.

PeopleGIS: Ms. Kelly also volunteered to review the recent presentation to Town leaders by the PeopleGIS firm of its municipal information data programs to determine if the presentation contained information that might support the FCA project.

Chair Weeks, who attended the PeopleGIS briefing along with FAC Member Mark Leighton, said that the PeopleGIS system could accomplish the building management data base component of the FCA because its system is used now to manage Exeter's sewage treatment assets, and that it would be straightforward to expand it for other Town assets.

However, PeopleGIS lacked experience in assessing facility conditions, and it would need to rely on some other resource for that component of the FCA, Mr. Weeks said.

He went on to state that the FCA would be a convenient tool for tracking many facilities maintenance projects as well as for defending some of the costs of those projects.

Mr. Lennon asked how the PeopleGIS presentation related to the process of selecting a FCA vendor, and Chair Weeks said the full FAC need to discuss that question.

He indicated that the Town staff probably favors PeopleGIS as the vendor because it is familiar with its system.

Mr. Lennon said he did not want the Town's understandable bias to narrow the options for choosing vendors.

Ms. Gilman asked when the FCA Request for Proposals (RFP) would be released. Mr. Weeks responded that the FAC wanted to focus now on obtaining SB and voter funding approval and contemplated releasing the RFP shortly after the March election if the funds are approved.

Mr. Weeks reported that, if the FCA is successful, its data base would be managed by Matt Berube, the DPW's Water Sewer Manager who now manages the Town's data bases for the motor vehicle fleet and sewer assets.

- 3) **Other FY 22 CIP items of interest to the FAC:** It was reported that the BRC funded the \$100,000 request for Raynes Farm Improvements, with costs defrayed by the General Fund Balance, and approved \$1.25 million to buy and improve the 10 Hampton Road property for use as the Parks & Recreation (Parks & Rec) Department offices and program space.

Select Board Representative Gilman said the SB is considering creating a capital fund for Raynes Farm improvements.

It also appears that the BRC approved a \$25,000 request for Public Works Garage Design as a separate General Fund warrant article, perhaps to be allocated only (?) for design of Water and Sewer Fund components and divided equally (\$12,500) between the two.

Chair Weeks said the FAC would prefer to see any FY 22 funds for a new DPW Garage be used to conduct and operational, deployment, and staff analysis of DPW as was done for the Police and Fire Departments before their building design began, before any funds are spent on any garage design work.

- 4) **Public Safety Center (PSC) Feasibility Study:** Chair Weeks reiterated the FAC's position that the Committee wanted an "open look" at building and siting options and "wider" than examining "just the old ideas."

Mr. Lennon stated that, if the purchase/improvement of 10 Hampton Road for Parks & Rec is approved by the voters, the Town should consider tearing down its current headquarters at 30-32 Court Street for the option of locating a new police station there. He also said that "hybrid options" also should be considered for that site.

Ms. Gilman pointed to the historical significance of the 32 Court Street structure and said she was considering other options for using the existing building. She said she would oppose tearing down the structure, but she did acknowledge that that option with respect to constructing a new police station there should be examined as part of the PSC Feasibility Study.

- 5) **Americans with Disabilities Act (ADA) Study:** Ms. Kelly ask for the detailed remediation project list developed as part of the Town's study of how its facilities complied with the ADA. The Committee authorized Ms. Kelly to request the list on its behalf.
- 6) **Library Renovation and ADA Access:** Ms. Kelly asked whether the Library's renovation/expansion project was complete and pointed out that the door near the riverfront walkway did not appear to provide access for the disabled.
- 7) **FAC Alternate Members:** Chair Weeks renewed the FAC's last discussion about the need to recruit Alternate members. He pointed out that the Committee's Charge, as approved by the Select Board, provided for two Alternates, and that the FAC should redouble its efforts to fill those positions.

- 8) **FAC Report to SB; List of 2021 Accomplishments and Room for Improvement:** Chair Weeks and Mr. Lennon agreed to draft a list of 2021 accomplishments and room for improvement to provide the SB early next year and to post on the Committee's official website.