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**MINUTES FOR EXETER FACILITIES ADVISORY COMMITTEE (FAC)
MEETING,
THURSDAY, January 6, 2022**

TIME: 4:30 pm – 5:45 pm

Attendees: Chair Kris Weeks, Vice Chair Peter Lennon, Amanda Kelly, Rob Corson, Mark Leighton

Absent: Julie Gilman (Select Board representative)

Scribe: Kris Weeks

1. Roll call taken, Kris Weeks' turn to take minutes.
2. Meeting minutes from 12.02.21 – Accepted 4-0 (Mark Leighton abstained due to not attending that meeting) with minor clarification by Amanda Kelly about DAC Track data versus ADA report draft.
3. Committee Officers – Chair Weeks noted that it was the time of the year to elect committee officers and opened up the floor for nominations for Chair and Vice Chair. Peter Lennon noted that he is not going to seek another term after his current 3 year term expires April 30, 2022. Rob Corson made a motion to keep the Chair and Vice Chair as is until April 30, and revisit the Vice Chair election after Peter leaves. Motion seconded by Mark Leighton, passed 5-0.
4. FAC Report Accomplishments/Room for Improvement – Peter Lennon drafted this for the team's review. Rob Corson noted should be edited to specify number of meetings. Chair Weeks noted that an item for the Public Safety Complex feasibility study, RFQ, and designer selection should be added. Chair Weeks also noted to add work done with DPW to further FCA, including PeopleGIS demonstration. Chair Weeks noted that he would revise the document to include his comments.
5. ADA Study – Amanda Kelly worked with the Town to get the DAC Track data downloaded for our review. She passed around a few examples for review. A 3rd party consultant had reviewed all town buildings and properties, and made recommendations for accessibility improvements. Rob Corson and Mark Leighton noted which standards were being applied, such as federal ADA and State of NH. Peter Lennon asked how the town will prioritize and manage all of these projects, and noted that this will require town 'champions', either Doug Eastman or DPW. Dave Sharples noted that Doug Eastman and Jeff Beck of DPW would manage this list. Mark Leighton noted that there are things that are required by law, and those will likely be prioritized first. Rob Corson asked if this is something the FAC could help with, in terms of prioritization. Peter said this is not being managed now in terms of budgeting for items on the list. Chair Weeks suggested asking Doug and Jeff what their schedule is for doing these tasks. Peter Lennon asked to invite Doug Eastman to the next meeting to discuss how they will address this project. Amanda Kelly noted that the state legislature passed a law about accessible bathroom requirements for public buildings.
6. Facility Condition Assessment (FCA) CIP Item – Peter said the BRC budget hearing minutes were problematic to him in the sense that the DPW would have explicit oversight. Mark Leighton and Kris Weeks noted that the conversation in the meeting (Leighton attended in person, Weeks watched the video) was positive and that all parties seemed to understand how the FCA would work and who would implement the work. Peter brought up a concern about entertaining other vendors besides PeopleGIS, Rob Corson said it would be good to include that in the letter to SB and Mark Leighton said Kris Weeks could address it at the SB hearing. Dave Sharples reiterated that the FCA will be an RFP process open to any bidders.

Chair Weeks asked if the warrant article text was complete, as it only noted a facility assessment and was incomplete relative to the facility management software that will also be included. Dave Sharples said we could edit the text prior to the SB hearing. Chair Weeks said he will send an updated revision to Dave and Russ ASAP. Rob Corson noted we should post the FCA Powerpoint on the FAC site, Dave said send it to us and they will upload it.

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- 7. Public Safety Complex study – Dave Sharples gave an update on where that project. They have reviewed multiple options and sites, and have three options that they would like to present to the FAC in February. Rob Corson noted a concern with lack of community input to date. Dave noted they will hold 3 public meetings. Mark Leighton asked if they had any other public input yet and suggested they should do so before they focus too much on any solution. Rob Corson noted difficulties with cost estimating, Dave replied that there is a third party cost estimator on the design team. Peter Lennon asked if 32 Court Street was being considered, Dave said the designer is not considering that one of the better options due to small lot size. Amanda Kelly asked if they were considering non-meeting public interface like a web-based survey, Dave replied that they do intend to do that. Rob Corson and Amanda Kelly noted that this project and its necessity should be communicated in various ways to the public.
- 8. DPW CIP Item – Peter noted the BRC approved \$50,000 for DPW site survey and design, and recommended that the FAC should advise the SB that the DPW should follow the operations assessment first before embarking on any design. Mark and Kris agreed, and noted that that is how the recommendations letter to the BRC is currently worded. Team agreed to use the BRC letter as the basis for the recommendations to the SB.
- 9. Committee voted 5-0 to adjourn.

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