

Facilities Advisory Committee
Meeting Minutes
April 21, 2022

In Attendance: Kris Weeks, Chair; Peter Lennon, Vice Chair; Amanda Kelly; Mark Leighton; Rob Corson; Dave Sharples

1. Meeting called to order 5:10
2. Meeting minutes review
 - a. 2-22-22
 - i. Approved 4-0 without comment with Rob Corson abstaining
 - b. 3-17-22
 - i. Approved 3-0 without comment with Rob Corson and Amanda Kelly abstaining
 - c. Mark to do November, Kris to do 2-3-22, Rob Corson to do 2-17-22 and 3-29-22
 - d. Committee to ask if another minutes taker available
3. FCA review
 - a. 31 buildings, otherwise as we submitted. Dave Sharples asked the Committee to send it along to any firms we may know of
 - b. Mark or Rob to read proposals and attend interviews as possible
 - c. Proposals due May 13th
4. PSC update
 - a. Kris attended Select Board meeting last Monday the 11th. Select Bboard elected not to look at Parks & Rec Court St. as a site
 - b. Dave Sharples said the next step is to look at 20 Court St renovation in more detail, especially the 5,000 ft² difference in program space
 - c. Mark Leighton asked what the approach to the May 4th public forum will be, and Dave Sharples said it would be pretty much the same presentation
 - d. Peter Lennon asked why not delay the meeting until the 20 Court St. re-analysis would be done since Holland Dr is also off the table. Dave Sharples said the goal was to inform the public on what was done and how the narrowed down sites were chosen
 - e. Rob Corson agreed that the presentation wasn't really about multiple options; Peter Lennon agreed
 - f. Dave Sharples said it comes down to land the Town owns
 - g. Rob Corson suggested leaving out the fire substation from the various options
 - h. Dave Sharples said that without the substation there's a missing 5,000-6,000 ft² of programming
 - i. Mark Leighton questioned whether a substation would require more personnel and Dave Sharples said the Chief said it wouldn't but Rob Corson disagreed that it would be possible to not have more staff with a second building
 - j. Rob Corson described the call volume as being primarily the highway and Riverwoods, and that the substation on Continental wouldn't have feasible access to Riverwoods
 - k. Mark Leighton suggested that the Chiefs should explain the needs on May 4th more than LBA
 - l. Peter Lennon suggested that there should be an option priced out without a substation and all the program at 20 Court St and Dave Sharples said that it was being done as were most of the things on our letter and will be coming and that he's meeting with LBA tomorrow on the presentation

- m. Mark Leighton asked what the goal for the presentation was and Dave Sharples said he wanted public input to guide them
 - n. Rob Corson suggested we know what routes they will take to get from Continental Drive to Riverwoods or anywhere on Rte 111 to think about what abutters along the route will think as well. Dave Sharples said one consideration is also the train tracks
 - o. Dave Sharples asked what the Committee needed to move forward and Mark Leighton answered that we need the current vs proposed; Rob Corson agreed and Amanda Kelly agreed. Dave Sharples said they also went through line by line and reduced Police needs from 18,000 to 15,700 ft². Rob Corson asked for data on resilience in the future and Dave Sharples said they aren't ready to spend money on that yet. Peter Lennon asked if the financials would be included and Dave Sharples said yes they would be. Peter Lennon suggested talking about the funding phasing right up front at the first meeting. Dave Sharples said that the original options would be split but hybrids may not be split and that the numbers were really only to compare options against each other but the envelope etc. would impact it so much one can't use them for cost yet.
 - p. Kris Weeks brought up the MRI reports we received a few weeks ago and suggested we really look at them, especially the deficiencies they point out.
 - q. Mark Leighton suggested including the increased commercial space in the presentation as well
5. ADA Study
- a. Kris Weeks is going to follow up with Jennifer Perry/Doug Eastman. Amanda Kelly said she sent Jennifer asked her for the data and she sent the Excel files 4-6 weeks ago (March 10).
6. Peter Lennon's DPW Point Paper
- a. Mark and Rob agreed it was generally a good idea.
 - b. Dave Sharples said June was the deadline for Department Heads to issue requests for the CIP.
 - c. Dave Sharples asked if operations studies were done for DPWs and Rob Corson and Mark Leighton said yes it was commonplace.
 - d. Peter Lennon moved to send the letter. Mark Leighton and Kris Weeks said edits would be needed first. Amanda Kelly agreed. Mark Leighton suggested perhaps sending it to Jennifer Perry first, or at least copying her on the final letter. Dave Sharples said he'd actually run it by her first and she may adopt the process as is without the Select Board having to direct it.
7. Meeting adjourned 6:38pm