

FAC Meeting Minutes – June 3, 2022

In Attendance:

Kris Weeks, Chair

Amanda Kelly

Mark Leighton

Rob Corson

Dave Sharples, Town Planner

Julie Gilman, Selectboard Rep

1. Meeting called to order at 11:10
2. Meeting minutes review
 - a. Outstanding minutes reviewed; Amanda Kelly will take today
3. FCA Proposal Review
 - a. Six bids received for Facilities Condition Assessment
 - b. The Committee agreed to rule out the two most expensive ones
 - c. The Committee asked if we can ask clarifying questions/make addenda to the RFP to get closer to the budget; or do we need to interview first?
 - d. Rob Corson suggested pushing the RFP out to more local companies vs the more distant ones we got like from Maryland, Georgia and Florida; Dave Sharples recommended we re-issue with clarifications
 - e. Mark Leighton asked if we could interview first and then re-structure the RFP and re-open for submissions; one primary question would be a base fee/base square footage and fee differences for garages vs buildings
 - f. Kris Weeks asked how many we should interview
 - g. Julie Gilman clarified that if we changed the scope we would have to re-issue; Mark Leighton suggested we interview 2 and then decide if we need to re-issue
 - h. Rob Corson suggested we amend the scope informally and then see if the 2 lowest companies are interested in interviewing based on that scope; but Mark suggested that we also ask if they think that all buildings have all elements (elevators, plumbing, energy conservation, exhaust collection, etc.) and maybe let them know the budget up front first and let the interview process be used to whittle it down
 - i. Dave Sharples suggested starting with the scope revision and sending it to all 6; Julie Gilman agreed and also to use that opportunity to re-issue as well; and Rob Corson also agreed as well as putting the \$45,000 budget up front along with the qualifiers
 - j. Kris Weeks asked for a motion to amend and re-issue the RFP; Mark Leighton suggested requesting a specific fee breakout structure; Julie Gilman suggested directing them to or attaching the current studies and reports more directly
 - k. Rob Corson moved to reduce the scope of the RFP, add in a fee sheet and re-issue the RFP to the 6 plus any others; Mark Leighton seconded; Mark Leighton in favor, Rob Corson in favor, Amanda Kelly in favor and Kris Weeks in favor; motion passes 4-0
 - l. Kris Weeks summarized that we would send mark-ups for our next meeting in 2 weeks
4. PSC
 - a. Dave Sharples reviewed his responses to the FAC letter which he also sent the Committee via email June 2 along with some supporting materials.
 - b. Mark Leighton asked how the public forum went. Dave Sharples responded that 12 people attended and it was generally well received. Rob Corson said he attended and it was well done.

- c. Rob Corson asked what the harm would be in presenting the old Parks and Rec building to the public and seeing if that was a preferred choice and that the Selectboard ruling it out was too early in his opinion. Julie Gilman responded that there wasn't enough parking and it impacted a historical building. Rob Corson responded that he would have liked to still see it be a Town decision. Dave Sharples responded that community will make the decision at the voting booth and that the fire substation isn't adding any square footage, just moving square footage around.
 - d. Mark Leighton suggested that the site wasn't fully vetted and what was presented wasn't fully worked through for viability.
 - e. Rob Corson also brought up community policing principles would have a police presence downtown and Julie Gilman agreed she wouldn't rather see it all moved out of downtown.
 - f. Dave Sharples said next steps are further work on Continental and seeing if they can fit the FD program into the existing building. He also said they're looking at a two phase project and that the Selectboard wants to pursue the substation as of now.
 - g. Julie asked if a police substation couldn't be downtown in the FD. Dave said the Chiefs planned on a PD office at 20 Court.
 - h. Mark Leighton said he didn't know what Dave was looking for from the Committee but that he felt the 32 Court St was a missed opportunity. Dave said he didn't understand the reason. Mark said his opinion was to keep the police downtown and should have been studied further and given its own floorplan to test (2 story, underground parking, etc).
 - i. Rob Corson also added that a brownfield site (downtown) was a more sustainable option than a new green site (Continental).
 - j. Dave Sharples asked if the Committee supports a standalone substation at Continental. Mark and Rob responded no in their opinion.
 - k. Dave asked if the Committee supports what is being proposed. Rob said he is but for the record there should have been two public meetings and given the public two options to choose from before going to warrant so that it would have the best chance of passing.
 - l. Kris Weeks asked about getting more public input, especially online involvement.
5. Meeting adjourned