

Facilities Advisory Committee Meeting Minutes – July 7, 2022

In Attendance:

Kris Weeks, Chair

Amanda Kelly

Mark Leighton

Rob Corson

Dave Sharples, Town Planner

Julie Gilman, Select Board Rep

1. Meeting called to order at 4:39
2. Meeting minutes review
 - a. Outstanding minutes reviewed; Amanda Kelly will take today
3. FCA Proposal Review
 - a. Reviewed the next step is to “reduce the scope of the RFP, add in a fee sheet and re-issue the RFP.”
 - b. Revisions to include: prioritizing the buildings, cut the merge with the ADA study, etc. Working session to be held after PSC conversation today or another day if not enough time
4. PSC Discussion
 - a. Dave Sharples asked which direction of the various combinations of addresses and renovations etc. the Committee prefers and suggests to pursue
 - b. DS would like to take the preferred option to the BRC in anticipation of a warrant article
 - c. DS said most likely there would be two phases and two warrant articles
 - d. ML asked why not have one warrant article due to the risk that a new PD could get approved one year and a fire station not approved the next year and then FD wouldn't have their facility; RC agreed; DS said he would relay to the Town Manager
 - e. RC suggested he would like to see details on what the precise renovations to 20 Court St. would be and what the additional life span would be
5. Vice Chair Election
 - a. Rob Corson nominated Amanda Kelly, and Mark Leighton seconded. Passed 4-0
6. Committee Interactions
 - a. RC suggested the possibility of merging Committees, such as Energy and Sustainability. JG explained that Energy and Sustainability may merge already. ML asked if Energy and Sustainability might make sense to be subcommittees. JG offered to broach the subject to the other two and then we can find a time for a large meeting date.
7. ADA List
 - a. AK summarized that the Select Board had interest in pursuing a Capital Reserve Fund.
 - b. DS is going to create the CIP sheet for the Capital Reserve Fund for implementation for the Select Board to review and decide on a warrant
 - c. KW said we would get back in touch with DPW to find out the concrete, prioritized list of maintenance items they could tackle
 - d. AK offered to coordinate a working session with Jeff and Doug and one other FAC Committee member
8. DPW Campus Plan

- a. KW and AK attempted to summarize where this project stood: the \$50,000 warrant being voted down, an operations study being suggested, some survey work perhaps being completed
 - b. DS said that the Jennifer Perry was revising the CIP sheet and he would report back
- 9. DPW Project List
 - a. AK summarized that we were looking for the full, detailed project list of all maintenance items; DS said he would ask Jeff Beck for it
 - b. RC asked if we could get a work order progress report every few months/quarterly; ML agreed and JG agreed
 - c. KW stated he felt it was smaller items than the Committee would be interested in; RC suggested that it would give us an insight into ensuring the \$100,000 annual budget was enough for maintenance
 - d. DS will get a list of what's been done this year, what's on the horizon, and quarterly progress updates
- 10. Library Update
 - a. The Library is finished but the lower access is non-ADA, the upstairs changing table hasn't been ordered or installed, etc.
 - b. The FAC agreed these items should be added manually to the ADA List at the working session
- 11. New and Alternate Members
 - a. KW reminded us to continue attempting recruitment; JG shared that the Select Board is going to hold a Volunteer Fair
- 12. New Business
 - a. KW got consensus for 4:30pm on 7/21 and everyone should mark up the RFP
- 13. Adjournment
 - a. RC moved to adjourn and all in favor