

## **Exeter Facilities Advisory Committee 2021 Accomplishments and Room for Improvement**

The Exeter FAC respectfully submits to the Select Board (SB) this report on its 2021 activities.

### **Accomplishments –**

- (1) Held twenty regular meetings in 2021, partly in ZOOM online format and partly in in-person format.
- (2) Conducted two site walks in 2021 to prepare recommendations to Select Board (SB), Budget Recommendations Committee (BRC), and Planning Board (PB): (a) Raynes Farm Barn and environs with Exeter Conservation Commission representative, and (b) 10 Hampton Road building and environs with Parks & Recreation Department (Parks & Rec Dept) representatives.
- (3) Drafted Letter to SB supporting Raynes (Farm) Barn Improvements (repairs) project anticipated for Town's Fiscal Years 2022-2027 (FY22-27) Capital Improvement Program (CIP). Letter was part of successful Town government effort to obtain matching, \$100,000 grant for the project from State's Land & Community Heritage Investment Program (LCHIP).
- (4) FAC was an active participant with the Town in strategizing for the study of renovated or new facilities for the police and fire departments. The FAC worked with the Town to develop the Request for Qualifications, which was successful in eliciting responses from many highly qualified firms, both local and regional.
- (5) FAC Chair participated in Source Selection Process for Public Safety Center Feasibility Study. Process consisted of review of all printed proposals to create a short-list of five firms selected for in-person interviews. Second step was participating in the in-person interviews and working with the other members of the Town's interview committee to select a finalist.
- (6) Re-finalized Request for Proposals (RFP) for Facilities Condition Assessment (FCA) to establish baseline and evaluation tools for physical status of Town buildings from which to track and decide among options to maintain, repair, renovate, or replace facilities.
- (7) Refined FCA FY22-27 CIP Project Request Form for inclusion in final CIP justification book.
- (8) Drafted Letter to PB with recommendations or observations regarding four facilities projects in FY22-27 CIP: (a) FCA, (b) Department of Public Works (DPW) Complex, (c) Raynes Barn Improvements, and (d) Town Office Geotechnical Evaluation.
- (9) FAC representative attended PB Meeting to answer any questions about FAC recommendations on FY22-27 CIP. PB approved FCA and other recommended project (Raynes Barn Improvements).
- (10) Drafted Talking Points as to why Exeter needs a Facilities Condition Assessment, and FAC Chair and Vice Chair met with BRC representatives to explain rationale for FCA project.
- (11) Drafted and distributed to BRC seven chart PowerPoint presentation explaining/supporting FCA project.
- (12) Held discussions with DPW about an FCA for the Town's buildings, and came to consensus on how the DPW would institute and oversee such a system. Held a software demonstration from PeopleGIS on facility management that was recorded and distributed to Town, Board, and Committee personnel.
- (13) FAC representative attended BRC CIP deliberations to answer any FCA questions. BRC approved requested funding and rationale for FCA.
- (14) FAC representatives received briefing from Assistant Town Manager about proposed \$1.25 million acquisition of existing 10 Hampton Road building and environs as new headquarters

and program space for Parks & Rec Dept and with intention to open existing Parks& Rec buildings at 30-32 Court Street location for other Town uses, including as a potential site for a new Police Department facility.

- (15) After FAC representatives took part in 10 Hampton Road site walk, full FAC site agreed to endorse FY 22 acquisition of facility and property.
- (16) In early January 2022 drafted and sent to SB a letter endorsing FCA, Raynes Barn Improvements, and acquisition of 10 Hampton Road projects, and providing FCA PowerPoint presentation.
- (17) Overall, the FAC made a concerted effort to time its activities and advice to coincide with the Town's annual process for capital programs and budgeting. This year was probably our most successful to date in that regard.

#### **Room for Improvement --**

- (1) Lack of sustained follow-up regarding final status of Americans with Disabilities Act (ADA) compliance report for Town properties.
- (2) Lack of sustained follow-up regarding annual maintenance project lists in Town budget and their implications regarding near-term and future repair/renovate/replace facility projects.
- (3) Lack of sustained follow-up regarding the FY 22 DPW Garage project.
- (4) Lack of timely issuance of recommendation letters.
- (5) Insufficient outreach to other Town Committees and Commissions, and did not recruit any alternate members for the committee.