

Building and Facilities Committee
Minutes of 6-6-19
Syd Crook meeting room; 6:30pm

Members Present: Bowers, Beasley, Cannon, Lewis, Williams, Bianchi, Cross,
Cardillo, Hogland

Absent: Sherman

The meeting was called to order at 6:32 p.m.

1. The Committee took a tour of the Academy Building under the guidance of Selectman John Cannon.

2. *Approval of Minutes*

The minutes of the previous meeting were reviewed by the Committee, and one minor change was made to include that Mr. Sherman noted that there appeared to be three broad areas involved in the analysis of the charge to the Committee: 1. the construction process/controls/management etc., 2. the assessment of the buildings, and 3. issues related to a building inspector. The first would appear to be something to postpone for now, and take up later, after dealing with the second issue. The second area was the more specific charge to assess the condition of and use of the buildings/facilities owned by the Town. It is to this issue that he has prepared the Assessment draft under review. The third area is that of building inspector, and he noted that this is a separate subject requiring a different analysis, and should probably be deferred by the Committee until after the more immediate subject addressed by the Assessment has been worked through.

The minutes were then approved unanimously as amended.

3. *Reports*

Mr. Cross reported that he met with Kim Hallquist and Bob Harrington to work through their relative roles with regard to the project, and how they would interact in the process. He expressed concern at the lack of detail in the contract with North Branch, and what was included in the separate cost elements. He will continue discussions with Richard, the project manager

for North Branch, and will continue to seek to obtain the specific cost figures for each element of the contract. He and Mr. Harrington have an excellent working relationship, and he hopes to be of assistance to the Town in working through these issues. He also stated that Ms. Hallquist had provided to him materials, including floor plans, that had been made available to North Branch. He had reviewed these, and felt that they were not germane to the Committee's present activities, but if needed in the future were readily available. He also suggested that the Town should develop and maintain a central filing system for all Town buildings, to include original construction documents, and documentation of all subsequent construction work. It was the consensus of the Committee that this suggestion was a good one. The Committee expressed unanimous gratitude to, and support of Mr. Cross in dealing with what seems to be a difficult situation.

The Chair reported that he had discussed with the Selectmen at their meeting on June 3, the actions of the Committee to date. He informed them that the Committee hoped to have an outline of anticipated tasks and information to pursue – a definition of the Committee's role – in a presentation at the next Selectmen's meeting. He had expressed to the Selectmen that the Committee hoped to have an ongoing conversation with the Selectmen on these issues and ensure that the Committee and the Selectmen were in accord moving forward. He noted that the Selectmen requested that the Committee be mindful of the budget process, and comply with any time requirements as to any requests for funds.

The Chair also reported that he had checked with Ms. Hallquist regarding any other extant reports (in addition to Mires and Harriman), and that she said she was not aware of any others, but would check available materials to see if there were any others. Ms. Hallquist had also stated that some materials related to the Buker building/Whipple Hall had been provided to North Branch with regard to its current work, and she would provide these to Mr. Cross for his determination whether they were of importance to this Committee's work. See above. Mr. Beasley inquired whether there were any reports related to the transfer station facility, since there has been

discussion of expressed needs there. The Chair responded that he would specifically inquire about this. The Chair reported that he had also inquired of Jay Lyon, Fire Chief; Sandra Licks, Director, Tracy Library; and Bob Harrington, DPW, requesting any such reports. He had a conversation with Mr. Lyon subsequent to that, and he provided some information. That information was not in the form of earlier, existing, reports related to building issues. The materials Mr. Lyon provided related to tasks the Committee will take up at a later time. Ms. Licks provided materials related to both past issues with the Tracy building and related to tasks the Committee will take up at a later time. Her email with the attached materials was forward to Committee members shortly after receipt on this date. The Chair has not heard back from Bob Harrington yet, but it has been a very short time since the inquiry was made.

4. *Discussion of Committee Charter/Charge from Selectmen*

The Chair then opened discussion on the assessment presented at the last meeting, for further input and amendment. He expressed the hope that this could be fleshed out sufficiently at this meeting that he could present it to the Selectmen at their meeting on June 17. After reviewing the conclusions from the last meeting, it was the consensus of the Committee that the version adopted at that meeting was sufficient and needed no other additions; and that it could be modified as work progressed, as needed. The Committee decided to review this assessment one more time at its meeting on June 13, and approve it at that time, for dissemination to the Selectmen by June 14, for their consideration at the Selectmen's meeting on 17.

5. *Discussion of next steps/future meetings.*

The Chair requested that the Committee review the Mires Report and the Harriman Report, which were earlier distributed to them, and begin to lay out the specific issues/problems stated to exist at the Buker building. He requested that they first do this separately as to each report, and then compare them to each other and create a list of those items upon which both reports agree, and those items where there is disagreement. He noted that after this exercise, the Committee members will want to note

those issues contained in the reports that have been addressed by the Selectmen in the North Branch contract currently being carried out. In this way, when the Committee gets to the point of discussing these reports, each member will have an understanding of what is in them, and what the issues are. This should assist in an orderly discussion and examination of those issues.

The Committee then discussed next steps and concluded that the agenda for the next meeting would be to finalize the assessment they have been working on; and then to begin, if possible, to start meeting with department heads. They agreed to inquire of Mr. Lyon, Ms. Licks and Mr. Perkins whether they could meet with the Committee at its next meeting on June 13. They asked the Chair to ask Mr. Lyon, Ms. Licks and Mr. Perkins to provide a written statement of current and future status and needs prior to meeting. The Committee suggested that if possible the next meeting be held at the department building being considered – the Fire Station and Tracy Library (the Committee had a tour of the Archives, in the Academy Building, at this meeting). The Chair suggested that following these meetings, the Committee meet with Mr. Harrington at the DPW facility, and have a presentation by him of DPW buildings, sites, facilities throughout the Town.

6. *Action Items.*

- a. Chair to contact Mr. Lyon, Ms. Licks and Mr. Perkins and request written statements of current status and needs, and future issues; to include a statement of the function supported by any proposed additions/changes to the respective buildings.
- b. Chair to contact Mr. Lyon and Ms. Licks to determine if they can meet with the Committee on June 13, at the Fire Station and Library; or determine a time when this could be accomplished.
- c. Chair to inquire of Ms. Hallquist whether there exist any reports, studies or other similar documents related to the needs of the transfer station facility.

- d. Chair to make initial inquiries of Mr. Harrington about meeting with him at the DPW facility at a future meeting.
- e. Committee members to study the Mires and Harriman reports and analyze the issues raised in those reports for future discussions.

The next meeting is scheduled to be held in the Syd Crook Room of the Academy Building on Thursday, June 13, at 6:30 p.m. The site may be relocated depending on the response of Mr. Lyon and Ms. Licks.

The meeting adjourned by unanimous consent at 8:15 p.m.

Respectfully submitted
Bob Bowers, Chair/Secretary