

Building and Facilities Committee

Minutes of 7-11-19

Syd Crook Room, Academy Building; 6:30 p.m.

Members Present: Bowers, Cannon, Cross, Lewis, Williams, Bianchi,
Hoglund, Sherman, Cardillo

Absent: Beasley

The meeting was called to order at 6:30 p.m.

1. *Approval of Minutes*

The minutes of the previous meeting of June 27, 2019 were reviewed by the Committee, and were then approved unanimously.

2. *Reports*

The Chair reported that he attended the Selectmen's meeting on July 1. The Selectmen had no questions or concerns regarding the Committee's statement of its assessment of its task and the actions it would be taking. There was discussion of the Committee's recommendation to establish a Records Retention Policy, and there was some discussion about what was involved, with reference to financial records at the transfer station. Moreover, in response to the Chair's inquiry as to the NRAA recommendation that the transfer station functions and scrap metal/wood/brush functions be consolidated at the Shepard Pit site owned by the Town, Selectman Kidder responded that there is no intention to adopt that recommendation.

The Chair also noted that Member Peter Hoglund had visited the storage building at the transfer station, and that only one small room was used for file storage, while the remainder was used for transfer station materials storage. Mr. Hoglund has prepared a drawing of that building's interior and usage, and the Chair will forward that to the Committee. He thanked Mr. Hoglund for doing this.

The Chair thanked Mr. Sherman for putting together a list of the issues developed in the Mires and Harriman reports, and discussion ensued that any examination of work that should be done at the Buker building

should be held in abeyance until the Committee had received reports related to that building, and had toured the building; and that any determination of what should be done at that building would depend on the Committee's conclusions as to its logical ultimate use. He also informed the Committee that any questions the Committee might have of Harriman regarding information in its report should be put in writing in an email request sent to Kim Hallquist, and she would then forward those requests to Harriman for response.

Mr. Cross updated the Committee on the North Branch work at the Buker building, noting that North Branch was nearing completion of the HVAC work; new flooring in Dispatch would be done this Sunday (7-14); that there would be a punch list walk through conducted on 7-23; and that there would then follow an engineer's review to ensure that all work was in order. He also noted that the total contract cost would likely come in around \$600,000, which would include approximately \$18,000 additional work not contemplated by the original contract, such as repairing the sidewalk outside the police back entrance, which was in a dangerous condition.

3. Discussion of next steps/future meetings.

The Committee had a lengthy discussion of the actions of the Committee to date, the purposes of the Committee going forward, and a general concept of what to discuss/pursue at future meetings. There was a consensus that the issues at the Buker building should be addressed by the Committee next, and asked that the Chair contact Chief Andersen to arrange a time to meet with him at the Police Dept. and have a tour and presentation by him. The Committee also asked that the Chair postpone the scheduled meeting with Bob Harrington until the Committee was ready to move forward on DPW concerns.

There was general discussion of establishing a system for identifying long-term capital needs of buildings, and procedures for establishing funding and scheduling of solutions to those needs. The Committee concluded that this was an important issue to address, but that it would be better dealt with after more information was gathered as to the current

procedure for dealing with these issues, and the nature of those issues as a whole throughout the Town. The Committee also concluded that space issues were a separate matter, and should be addressed separately.

4. *Action Items.*

- a. Chair to contact Chief Andersen to schedule a meeting to tour and receive his report related to Police Dept. issues as they pertain to the use of the Buker building.
- b. Chair to confirm with Linda Nicklos, Town Clerk, the meeting with the Committee and her report in advance of that meeting.
- c. Chair to contact Bob Harrington to postpone meeting with him regarding DPW buildings and issues.

The next meeting is scheduled to be held in the Syd Crook room on Thursday, July 18, at 6:30 p.m.

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

Respectfully submitted
Robert Bowers, Chair