

Permanent Building Committee Meeting Minutes
Wednesday, July 8, 2020
Zoom Meeting
Approved: March 17, 2021

PBC Members present: Cindy Russo, Chair; Rick Maiore, Vice Chair; Corey Dufresne; Steve Moeser; Guy Herman; Pablo Carbonell; Jeff Hayes, Facilities Manager/Building Inspector.

Attending (including but not limited to): Marie Sobalvarro, Assistant Town Administrator; Guy Oliva, Hildreth House Phase II Subcommittee Representative; Tim Kilhart, Director, Department of Public Works.

Ms. Russo called the meeting to order at approximately 9:00 a.m.

APPROVE MINUTES OF DECEMBER 4, 2019

Mr. Maiore made the motion to accept the minutes as presented; Mr. Carbonell seconded. The vote was unanimous by roll call.

UPDATE REGARDING OLD LIBRARY ROOF, HILDRETH HOUSE PHASE 2, FIRE STATION ASSESSMENT

Ms. Sobalvarro advised that following Town Meeting, the only live appropriation is for the replacement of the slate roof on the Old Library, and reminded the PBC that Gale Associates reported this would not be the optimal choice, instead proposing a different spec of work.

Ms. Sobalvarro indicated that she will follow-up as to the status of a final report of the Fire Station Assessment when the Fire Chief returns from vacation.

Mr. Oliva stated that the COA Board is scheduled to meet next week and will discuss how the vote went. Ms. Sobalvarro indicated that she will confirm the rule but believes that the warrant cannot be brought again until Spring as it also failed at ballot vote and there are no plans for further ballot votes other than the September and November elections.

Ms. Russo stated that the decision of whether to replace the slate roof is now up to the Select Board, and suggested that the PBC would be available for consultation if needed. Ms. Sobalvarro confirmed this would be on the agenda at the Select Board's strategic planning meeting. Mr. Maiore asked whether the funds for the slate roof replacement could be used to address some of the drainage issues, as the building is currently unprotected. Ms. Sobalvarro clarified that there is no appropriation, but a bonding authority and a question of how much taxes would be increased. Mr. Kilhart added that the biggest issues are that where the drainage goes is unknown and that there is no easy way to get rid of the water. He reviewed the different drainage concerns on each side of the property. Mr. Maiore indicated a survey should be the first step.

DISCUSSION OF PREPARATION OF RFQ FOR DPW ASSESSMENT

Mr. Kilhart explained the scope of the project is to replace the DPW building where his office is located, the hallway connecting the building to the mechanic's bay, the mechanic's office, and the pole barn on the opposite side between the DPW garage and the Transfer Station. He stated that one of the main issues is that the mechanic's garage has a 10 foot ceiling which restricts the lift when working on the dump trucks. Mr. Kilhart indicated that the Capital Planning & Investment Committee (CPIC) was appalled at the condition of the buildings at the site visit, and recommended he wait a year while the Fire Station Assessment and Hildreth House Phase II were being considered. Mr. Kilhart stated that the Fire Chief also asked he consider including within the scope shared facilities, such as a meeting room which could be used by the COA and Fire Department. Mr. Carbonell asked whether the "efficiency/cost savings" referenced on the CPIC Request Form was meant to mean efficiency/cost savings in the way the DPW would function; Mr. Kilhart answered yes, and added that energy efficiency would also be a result, but not the target. Mr. Kilhart also confirmed that the existing yard space is adequate, but the building and infrastructure is not. He clarified that he is not looking to purchase a new location, but an interim plan will need to be considered during construction. Mr. Kilhart also confirmed that a conceptual design plan has not yet been prepared.

Mr. Kilhart and Mr. Hayes stated they have been working together to review the comprehensive study prepared by Dude Solutions and record building-by-building what is needed for maintenance. Mr. Kilhart stated that the \$100,000 budget for maintenance of all municipal buildings excluding the schools does not come close to the \$500,000/year recommendation of Dude Solutions. Mr. Kilhart explained that \$30,000 this year was spent on preventative ongoing service contracts and inspections, and the remaining \$70,000 was spent on emergency repairs, replacements of a furnace, hot water heaters, roof repairs, and the painting the old ambulance building. Mr. Maiore stated that a maintenance program is needed. Mr. Herman requested a copy of the Dude Solutions report. Ms. Sobalvarro indicated she would resend the report, as well as an extract of the FY 20 public building expenses with the caveat that all spending outside of non-emergency was halted in March.

Mr. Herman suggested the PBC consider preparing a Town-wide Facilities Master Plan which examines what will be needed over the next 5-10 years, how these spaces can be used efficiently, how to prioritize the projects, and how to allocate funds over time. Mr. Hayes agreed that this would be a powerful tool to show taxpayers.

Ms. Russo requested Ms. Sobalvarro circulate the prior RFQs prepared by the PBC, and asked all to consider what can be improved upon when drafting the DPW RFQ.

DISCUSSION OF DRAFT POLICIES & PROCEDURES

Ms. Russo stated that she reviewed the draft with Select Board Members, Mr. Maiore and Ms. Von Loesecke, and believes the document is too long. Mr. Carbonell indicated that the draft feels very cumbersome, particularly for small projects. Mr. Maiore agreed that it should more clearly indicate that the procedures apply if appropriate. Ms. Russo confirmed that not every project will need PBC to become involved.

CONSIDER ITEMS FOR FUTURE AGENDAS

Ms. Russo stated she expects the PBC will next meet in 3-4 weeks, and will e-mail the group a date. It was agreed that the agenda should include the RFQ for the DPW project, an update on the Fire Station Study, further review of the draft Policies & Procedures, and working with Mr.

Hayes to define the scope of future building projects that will qualify for PBC review, as well as consolidating the needs or identifying overlap use of these targets coming down the road.

The meeting adjourned at approximately 9:35 a.m.

Respectfully submitted,

Alison Flynn

Referenced Documents:

- Agenda
- Draft minutes of 12/4/19
- DPW Capital Request Form of 9/11/19, with attached photos and sketches