

## *Future Facilities Committee*

MINUTES ~ Mar 12, 2024

Approved

The meeting was called to order at 6:30 pm by Pat Christian, Chair. Attending the meeting were the following: Pat Christian, Jesse Peters, Matt Nielsen, Susan Briggs Peters, Mike Pascarella, Paul Schumann, Bo Chesney (notetaker), Dick Hogue, and Andy O'Brien. John Libby has resigned from the Committee.

The minutes for Feb 20, 2024, were approved as presented.

Pat C. reported the Select Board (SB) had approved the Change Order on the Port City Architects (PCA) to include the site assessment by Flycatcher LLC which brings the contract price up to \$38,102. Pat will follow up with PCA and find out what the expected timeline for the Flycatcher report is and how long PCA will take to complete their report once they have the Flycatcher report in hand.

Pat also reported on conversations with Andy Hyland / PCA who had reiterated PCA's reluctance to spend more time on a preliminary report pending receipt of the Flycatcher site assessment. While understandable from PCA's perspective, the committee finds the lack of even a preliminary report frustrating due to time constraints imposed by deadlines associated with the Town Meeting in June.

The rest of the meeting was spent on developing a list of critical issues to be included in the presentation to the Select Board next week. Those items are roughly listed below. Paul Schumann and Bo will work on a PowerPoint presentation incorporating the key elements. Each section will be presented by different committee members and Bo will get blow up of key project renderings for discussion purposes. The committee agreed that the presentation needs to be focused and avoid the common pitfall of an avalanche of details that overwhelms the Select Board. During the meeting, it was noted that the committee has been meeting for roughly 1-1/2 years. (In fact, it will be 2-years next month, including the workshops held prior to the official appointment of the committee.)

The meeting adjourned at approximately 8:00pm.

### **Precise Items the Select Board Needs to Know**

- Location
  - Near center of town
  - Why Important?
- Combined Facility
  - Public Safety

- Public Works
- General Layout
  - Pre-engineered
- Salt Shed Mitigation Included
- Needs Assessment – in depth review
  - New Facilities vs. Remodel
  - Validated Needs Assessment
  - Planning Horizon
  - Need for X number of years
- Lends to Regionalization
- Largest Municipal Project in History of town
- Huge undertaking
- Meeting the Needs of the Dept's while taking into account the \$ impact on Town
- Proposal could be phased
- Could assist in personnel retention
- Design is expandable
- Drawings (2 more sets)

#### **Key Financing Aspects**

- Project could be phased
- TIF funds
- Grants
- Bonding Repayment
- Fund raising opportunities by the Town
- Sell packages (Fund raising with Public)
- Impact on other aspects of the town
  - CIP Bonding
- Timing
- Availability of Grants

#### **Expectations of the (from) the Select Board**

- Some sort of action
- Are they ready to take the next steps
- Town Meeting
- Presentation of Concept
- Money
- Warrant Article?
- Schedule a Special Town Meeting?
- Deliver Report
- Presentation
- Enlarged drawings

#### **Costs**

- Phase I - \$5.7M
  - New building
  - Site work
  - Equipment
  - Turnkey operation
- Phase II – \$1.1M
  - Salt shed
  - Wash bay
  - Existing site and utilities
- Total \$6.8M

**What we don't know**

- Project timeline
- Operational costs
  - Factor in existing costs...net increase
  - Cost for effluent
  
- Fate & Costs – decommissioning
- Zoning
- Public Works Garage – decommissioning
- Clerk of the Works cost