



**MINUTES OF REGULAR PLANNING BOARD MEETING**  
**Wednesday, January 21, 2015**  
**Planning Board's Meeting Room #315**  
**Town Office Building, 400 Slocum Road, Dartmouth, MA**

**Planning Board**

Mr. Joel Avila, Chairman  
Mr. Joseph Toomey, Vice Chairman  
Mrs. Lorri-Ann Miller, Clerk  
Mr. John V. Sousa  
Mr. Kevin A. Melo

**Planning Staff**

Mr. John Hansen, Jr., Planning Director  
Ms. Jane Kirby, Planning Aide

The Chairman called the meeting to order at 7:00 p.m., with all Planning Board members and Planning Staff present.

**Administrative Item**

**(1) Discussion: Select Board's Special Town Meeting**

RE: Town Hall Office Relocation Project  
(Schematic Design and Cost Estimate)

The Planning Director explained that CBI Consulting, Inc. submitted the final schematic design and cost estimate for the Design Committee to review in order to make a recommendation to the Select Board. The Committee members were asked to forward this information to the Board for review, which is the purpose of this meeting.

Planning Board member John Sousa submitted a list of questions regarding this topic to review and discuss. Lengthy discussion ensued.

Regarding the cost estimate:

- The cost estimate for this project is \$336,000
- Items not listed in the cost estimate
  - An allowance for hazardous materials abatement
  - Finishes (prime and paint new walls, existing walls, and trim)
  - Wiring to new and modified jacks and IDF equipment
  - Moving expenses
  - Furniture and equipment for the 3<sup>rd</sup> floor
  - Final design development and construction plans and specification costs
  - Security measures
  - The plan doesn't show a second and first floor layout plan, and the costs of reorganizing the second and first floors have not been included in the cost estimate
  - First and second floor painting, plumbing, can communications wiring
- The original cost estimate given for this project was \$145,938, and included architectural and engineering fees

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Regarding the schematic design:

- The plan doesn't show a second and first floor layout plan
- Doesn't make sense to move the Planning, ZBA, and Development/Grants Director around as proposed
- How will Planning Staff, ZBA, and Development/Grants Director be made aware of customers awaiting attention in the waiting/counter area as proposed?
- Plan eliminated meeting room #315 (used by Planning Board and others such as CPC, Bike and Pathways Committee, Finance Committee, etc.). Will an equal sized room be provided? Where will it be located? Will it accommodate the same meeting schedule as room #315 currently does?
- How will the public be prevented from using the stairwell in the south wing and gaining access to the 3<sup>rd</sup> floor?
- Have fire and safety officials reviewed the plan?
- How will the relocation project be handled logistically?

Regarding the general concept of relocating offices:

- What is the schedule of completion?
- How will this office relocation project improve customer service?
- How will this office relocation project improve efficiencies?
- How will separating supervisors from support staff improve efficiencies?
- Has a cost analysis been completed?
- When will there be a cost benefit for this project?
- How will this project save the Town money?

The Planning Board felt that too many questions still needed to be answered in order to provide comment. The Planning Board determined that a letter should be sent to the Select Board listing these questions, with copies sent to all development boards and the Finance Committee.


A motion was made by Lorri-Ann Miller to authorize Planning Staff to forward a letter outlining the Planning Board's questions to the Select Board, which was seconded by Joseph Toomey, and unanimously voted (5-0).

With no further business to discuss, Chairman Avila called for a motion to adjourn.

A motion was made by John Sousa, duly seconded by Lorri-Ann Miller, and unanimously voted (5-0) to adjourn this evening's regular meeting at 8:25 p.m.

**APPROVED BY:**

**The Dartmouth Planning Board**

  
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Respectfully submitted,  
Jane Kirby  
Planning Aide