



TOWN OF GRANBY

COA Building
10 West State Street
Granby, MA 01033

Telephone: (413) 467-7177 Fax: (413) 467-2080
Website: www.granby-ma.gov

Town Administrator: Christopher Martin

Granby Select Board: Mark L. Bail, Chair
Mary A. McDowell
Louis Barry

Board Meeting: November 21, 2011 @ 6:00 P.M.

AGENDA:

CALL TO ORDER:

PLEDGE OF ALLEGIANCE:

CITIZEN PARTICIPATION:

OLD BUSINESS AND INFORMATION:

APPROVE MINUTES:

TOWN ADMINISTRATOR:

APPOINTMENTS:

6:00 Town Office Space Committee
7:00 Dufresne Ad-Hoc Committee

NEW BUSINESS AND INFORMATION:

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EXECUTIVE SESSION:

ADJOURNMENT:

**SPECIAL SESSION
NOVEMBER 21, 2011**

Members present: Louis Barry and Mark Bail

Others present: Christopher Martin, Jim Trompke, Donald Clarke, Emre Evren, Patricia Cahill, Marie McCourt, and Larry Pietras

Chairman Bail called the meeting to order at 6:05 pm.

Chairman Bail led the meeting in the pledge of allegiance.

Jim Trompke represented the Town Office Ad-Hoc Committee. Mr. Trompke reviewed the report with the Board. Mr. Trompke stated the committee had toured Kellogg Hall, the Annex, Aldrich Hall, the Library and the current COA. They reviewed the Caolo & Bienek report and discussed it with Jim Hanifin and Curtis Edgin of Caolo & Bienek. The committee discussed site conditions and issues and the current energy codes. They met with Dick Bombardier and got his input on the site challenges and if the site is doable if it meets setback requirements. Mr. Trompke stated that test borings would be needed at Kellogg Hall. A study would be needed before deciding to build or renovate on the Kellogg site.

Mr. Bail asked what the study would cost. Mr. Trompke stated that would depend on the extent of the study needed.

Mr. Clarke talked about the condition of Kellogg Hall and the issues that would need to be addressed if renovated. Mr. Trompke stated that money would need to be available to determine if the site is viable.

Mr. Martin asked if the school offices were included in their deliberations as they need more space and it would be nice if all Town offices were together. Mr. Barry stated that a preliminary space need requirement was received from the school.

Mr. Trompke stated that after touring Aldrich Hall, the committee was in agreement that due to its condition, the offices there should be moved out as soon as possible. The Board stated that this currently being addressed.

Mr. Barry stated that the committee now needs direction from the Board.

Mr. Martin stated that Ms. McDowell wanted to be present and involved in any deliberations the may have regarding this issue.

Mr. Evren stated that a study is needed to determine costs before bringing this issue before Town Meeting.

Chairman Bail recessed the meeting at 8:35 pm

Chairman Bail reconvened the meeting at 7:05 pm.

Lisa Anderson, Paul Piquette, Richard Gaj Sr. and Theresa LaJoie of the Dufresne Ad-Hoc Committee met with the Board. They introduced Diane Piquette. Ms. Piquette stated that she had created SOARS to raise funds for various projects at Dufresne Park. She apologized for not coming to the Board prior to discuss it. She has applied as a 501C non-profit so contributions can be tax exempt. She is currently waiting for IRS approval of tax-exempt status.

Mr. Barry stated that committee runs the park but the Board does not know what is going on in the park with the various interest groups. The Board is kept in the dark with what is going on. This can be avoided if the Board receives minutes of the committee minutes.

The Board and committee talked about the issues at the park and the extent of storm damage at the park due to the storm.

Mr. Bail talked about the dedication of the horse rings without prior Board knowledge of it. He felt the Board had no problem of the names but would have liked prior Board knowledge and approval.

Ms. McDowell arrived at 7:35 pm.

Mr. Martin asked about the number of permits per household to be allowed as there have been questions regarding the number of permits allowed now. The Board discussed it and decided to keep it at two permits per household.

Mr. Martin asked if the cost for the permits expiring January through April would be prorated. The Board discussed the issue and decided that since the fee has been reduced effective January 1st, they will the full price.

The Board then discussed the Town Office Ad-Hoc Committee report. Mr. Bail stated the committee needed to do a study. Mr. Barry stated the next step is to perform a site evaluation on the existing Kellogg site and on potential new sites. The issue is will the Town use the current town hall. There are two options. Option 1 is to renovate Kellogg Hall. Option 2 is to build a new town hall on this site and tear down Kellogg or build on a new site. Either way, the Town will need to evaluate the site. The projected site evaluation cost is \$30,000 to \$50,000.

The Board discussed the option of leasing versus the sale of Kellogg Hall.

Ms. McDowell asked about Aldrich Hall. Mr. Barry stated that the building needs to be torn down but the site could be considered for a new town hall.

Ms. McDowell asked the cost to build a new town hall. Mr. Barry stated that based on \$400 per square foot for an 8,000 to 10,000 square foot building, it could cost \$4,000,000.

Mr. Barry stated that an article should be placed on the next town meeting requesting funds to raze Aldrich Hall.

A new charge for the committee will be developed to keep this project continuing.

The Board discussed the PAYT slogan created by the school and program name.

Mr. Martin handed out a list of the commercial customers of Waste Management that he had received in a meeting on Friday. It listed 69 accounts. Ms. McDowell stated that this number was different from the number Waste Management in a prior letter and meeting. The Board reviewed the list.

Mr. Martin also stated that he had received another document breaking down the monthly tonnage based on the slips for the month. He also indicated that Waste Management wanted to issue the letter. Mr. Martin felt that the Town should send the letter to which the Board agreed.

Mr. Martin shared with the Board a technical assistance grant from DEP for 80 hours to have Arlene Miller assist the Town in developing and implementing the PAYT program.

On a motion by Ms. McDowell and seconded by Mr. Barry, it was unanimously voted to allow the Town Administrator to sign the DEP technical assistance grant.

Mr. Martin stated that Heather Billings had called him to ask if she could begin contacting the businesses indicated at the last meeting regarding selling the bags. Mr. Martin told her to proceed.

Ms. McDowell asked about the Green Community newspaper article. Mr. Martin stated the original application was for a solar hot water heater and the replacement of two school boilers. Mr., Martin had been trying to find a company to verify the projected energy savings indicated in the Siemen's report. Mr. Martin had contacted Mr. Barry of DOER and asked about amending the application. Mr. Barry told him not to sign the original MSA and to submit an amended application to include the photovoltaic array for the library. This will require reallocating some of the funds for the boiler projects.

On a motion by Mr. Bail and seconded by Mr. Barry, it was unanimously voted to adjourn the meeting at 8:35 pm.

Respectfully submitted,

Christopher Martin
Town Administrator

MAW 4/17/12
MJB
/m

TOWN OF GRANBY

Town Office Space Committee

November 10, 2011

To: Select Board
Town of Granby

From: Town Office Space Study Committee
Subject: Preliminary report

Dear Members of the Board:

Since its inception the Town Office Space Committee has met approximately every other week. We have reached the point in our "study" where we think it is appropriate to share our findings with the Board in the hope that we receive some instruction as to which direction the Board wishes to pursue relative to the long-term solution to the space needs issue.

Background:

The committee met and discussed our charge. Our first step was to tour all of the Town controlled buildings in question. This included: Kellogg Hall, Aldrich Hall, the Library, the Town Hall annex (former telephone Co.) and the current Council on Aging.

We also:

- Reviewed the report from Caolo and Bienik prepared in 1994 on the then building "plan" for the Town. We were particularly interested in the portion of the report concerning Kellogg Hall.
- Met with the individuals from Caolo and Bienik who conducted the above report.
- Drafted and distributed a space needs form to every office/board/committee which uses Town Space
- Met with Dick Bombardier from the Board of Health to discuss septic and well concerns over the Kellogg Hall Site and at other possible locations.

Findings:

1. First, everyone on the committee agrees that Aldrich Hall should not be used for any purpose in its present condition. The presence of mold, animal feces, rodents, and the structural condition of the building makes it both a liability and health hazard. We strongly recommend that an alternate location be found as soon as possible. The fate of this building would depend on the future intent of the Select Board to either rehabilitate it for future re-use, or to deconstruct it for re-use of the site.
2. The area on the second floor of the Council on aging building is presently unused. We feel this would serve as a suitable temporary location to re-locate the occupants of Aldrich Hall for office/meeting space while a permanent solution is sought. The handicap access issue is currently being addressed, minimal renovations appear to be needed, and the Granby Building inspector has indicated a sprinkler system would not need to be installed.
3. The Town Hall Annex is serving us well as a temporary site. The egress onto rte 202 however is less than perfect. There is space available on the second floor, however without renovation and the installation of an elevator/lift this space is not practical for office use. This building also does not meet the desired space needs of the various Town Departments.
4. The report from Caolo and Bienik is almost 10 years old and is somewhat outdated as it relates to current building codes and costs. Without a new study exact renovation or new construction costs can be determined. However, in their opinion, generally in a project such as this it is less expensive to build new than to renovate.

Extensive renovation would be required to meet current building codes for egress, including handicap access, energy codes, and structural deficiencies. There are also septic and well issues Caolo and Bienik report.

5. It is Board of Health member Dick Bombardier's opinion that the site could be used for either existing or new construction, provided a new location can be found for a septic system either on site or by acquiring land. In his opinion, a new system itself is feasible from an engineering and financial standpoint. We may or may not need a new well.
6. If the Town decides to build new the current site of Kellogg Hall would not be ideal. First it would mean razing Kellogg Hall. Second, the issues of well and septic, as noted earlier, would still exist. Third, the site is only 1.8 acres and there are egress issues due to the proximity of the church, etc.
7. Construction of a new facility would raise many of the same issue concerning a public water supply and setback requirements. Ideally the Town Hall should be in the center of Town. Suitable land may be hard to find that meets setback requirements.

Our options:

The preservation of Kellogg Hall is important to many in town. However, there are also those who are reluctant to commit money to its preservation. There may be other sources of funds for its preservation in the form of private foundation funds and or grants that could assist in offsetting the costs in preserving the building. If those funds become available then the concerns over restoring or renovating the building might be diminished. The problem is that unless or until the town commits to the preservation we cannot apply for nor would we be assured of the grants. Other considerations for preserving the building might be to lease/sell it to a private group or individual who do not face the Constraints the Town does.

If the Board should decide that they wish us to explore its preservation in the thought of renovating/expanding, we can certainly research what grant and private foundation funding that might be available. There is no program in place like the MSBL or School Building programs which decide eligibility on proposed projects, it appears as if we would need to be going forward with Town approval and then apply for grants.

Should the Board choose not to use the existing Kellogg Hall site, other building sites will need to be explored? DEP will need to be consulted to determine the parameters we need to adhere to for the well. One logical site would be Aldrich Field (assuming Aldrich Hall is de-constructed) as there is a good possibility we could tie into the public safety complex septic system. It is in a desirable location in the center of Town and should be of adequate size, depending the /public water supply issue. Before a site is determined the decision should be made whether to include the school administration offices or not.

Recommendations:

1. Close Aldrich Hall and relocate the offices/boards to the second floor of the current COA as soon as a lift is installed.
2. Have the Board decide if it wishes to pursue renovating Kellogg Hall
 - a. If the decision is to pursue another solution, then the Board should determine the marketability of Kellogg Hall to the private sector and put out RFP's for its use ASAP. A long term lease would be preferable to a sale.
 - b. If the decision is made to save the building for future use and not renovate now, consideration should be given to maintaining the building to prevent further deterioration.
 - c. Another possibility would be to explore the option of renovating the building for use as School Administrative offices, although this would result in many of the same issues that would arise if the town renovated. This has not been discussed with them. They may not need an addition/second floor etc.
 - d. If the Board decides to pursue new construction then the site selection process should begin and money for a preliminary design should be sought at the annual Town Meeting.
 - e. A final option would be to explore purchasing an existing building.

Important note:

Since the town meeting voted not to fund a new study we are basing our comments and recommendations on the Caolo and Bienik report (which is outdated) and opinions from those consulted. There are unknowns that could affect this situation dramatically such as: grant availability, DEP regulations and unknowns in renovating and new construction site work. Without employing experts and conducting engineering studies we can only rely on the information we have and the opinions of other.

Respectfully Submitted:

A handwritten signature in black ink, appearing to read "L M Barry". The signature is fluid and cursive, with the first name "L" being particularly large and stylized.

Louis M. Barry

Chair, Pro Tem

Town Office Space Committee

On behalf of:

Gayle Demary, Emre Evren, James Trompke, Don Clarke