

**Municipal Buildings Strategic Plan
Advisory Committee
Minutes
Wednesday, May 27, 2015
7:00pm
Edmond Town Hall
45 Main Street, Newtown**

THESE MINUTES ARE SUBJECT TO APPROVAL BY THE
MUNICIPAL BUILDINGS STRATEGIC PLAN ADVISORY COMMITTEE

The Municipal Buildings Strategic Plan Advisory Committee held a regular meeting on Wednesday, May 27, 2015 in the meeting room at the C.H. Booth Library, Newtown. The meeting was called to order at 7:02pm.

Present: Chairman Jay Maher, Bill Brimmer, Walt Motyka, Scott Cicciari @ 7:04, Mike Marinaccio, Kathy Hamilton, Jim Filan, Paul Lundquist

Absent: Michelle Ku, Rebekah Harriman

Others Present: Geralyn Hoerauf of Diversified Management, Ken Best of DRA

1. Review and Approval of Minutes:

Motion: Bill Brimmer motioned to accept minutes. Walt Motyka seconded. The motion was approved unanimously.

2. Update on Progress – Facilities Conditions Assessment by DRA

Ken Best began his report with saying that they have been meeting with the various departments. They have completed and updated floor plans for Town Hall South and Hook and Ladder buildings, but still need some information for the Multi-purpose building. Friday, May 29, DRA will be in town working to wrap up any loose ends and take the reports and go through the buildings again to double check the information gathered.

Ken is trying to arrange for the cost estimator to come on Friday as well. Ken is also working on arranging a time to meet with the structural engineer particularly concerning the Hook & Ladder building. Would that building be better suited structurally if it is used as an office building instead?

Paul asks what the cost estimate would do relative to the Hook & Ladder building. Ken points out that we need to know what the cost would be to repair the 1969 addition part of the building. The typical guideline is that if what it costs to repair the building costs 70% of what it would cost to be a brand new building, then it is suggested that a new building should be built. Scott asks if there are any deed or trust restrictions regarding the Hook & Ladder building. Geralyn says she will talk to the town attorney about the deed restrictions.

Ken mentions that a survey was given to Fred Hurley at the Department of Public Works regarding the other town buildings. DRA is waiting for that survey to be returned to them.

The next step is to have the cost estimator create a long term plan for the buildings based on the findings of the report.

3. Update on Progress – Space Needs Assessments by DRA

DRA has met with the four departments regarding their needs. The police department was left some papers to help identify their needs. DRA plans to put all the gathered information into a report that lists the current conditions, the 2008 study results, and the current recommendations.

Based on the information that is currently known, the police department will probably need a space that is approximately 20k square feet. The entire Town Hall South building is only approximately 10k sq. ft. There are some major needs for the police department – no juvenile location, no handicap accessible jail cells, women prisoners need to walk through men’s area in order to get to the women’s jail area, the training room is also the place where officers eat their lunch and you have to walk through the jail cells to get to the training area, etc.

Ken met with Maureen Will in Emergency Communications. They discussed the regionalization of the dispatchers. She told Ken that they need 6,500 sq. ft. for the dispatchers which DRA will have to take a better look at.

Social Services would just be happy to have some more space and storage space. They don’t always have the room to store accepted donations. There should be two offices with the ability to close the door so they can have private conversations with clients, a waiting room, storage area to sort through donations, and a place for clients to “shop” for the items they need.

The Cultural Arts commission would like to have a big space with room for 100 people to hold events. Scott asks if that is a wish or a need for this commission. They often hold events like open mics, art gallery displays, etc. How much dedicated space do they need? Paul mentioned that they have a lot of equipment, instruments, etc. that aren’t necessarily portable. Geralyn states that the Cultural Arts commission is also meeting with the Community Center Commission about possible space for them in that building. Perhaps they are better suited for the Community Center Building.

Walt voiced concerns about the other 6 buildings that were in the initial discussions to make sure they are considered for usage/space needs before final decisions are made.

4. Review Schedule for Continuing/Complete FCA and SNA Scope of Services

The cost estimator is the controlling factor for the timeline. His work is estimated to take him 1-2 weeks to collect data. A week or so after his numbers are determined is when they can generate the final reports. We are still on schedule for a final report at the end of June.

5. Update from BOE regarding potential school building decommissioning

Kathy updates committee and informs them of a community meeting on May 28th to discuss the issue of closing a school building. A final presentation will be given to the Board of Ed on June 2nd to give a recommendation on the school building decommissioning.

6. Neet Meeting will be June 29th at 7:00 pm in the Council Chambers, Municipal Center.

Motion: Chairman Jay Maher motioned to adjourn the meeting at 7:53pm. Kathy Hamilton seconded. The motion was approved unanimously.

Meeting adjourned at 7:53pm

Respectfully Submitted,
Aileen Nosal, Clerk