

WASHINGTON PLANNING BOARD

Minutes

November 2, 2012

Planning Board met to work with the CIP Subcommittee to go over their latest report on the town buildings and space needs.

PB Members present: Jim Crandall, Jean Kluk, Steve Terani, Nan Schwartz, Lionel Chute

CIP Subcommittee members: Jean Kluk, Lionel Chute, Steve Terani

Jim Crandall called the meeting to order at 6:30 PM.

Schwartz handed out the 2013 CIP document, which is very preliminary at this point. We haven't heard from several departments yet. Schwartz found the Selectmen's request sheets that Dagesse had left for us. Schwartz will update the document with the newest numbers and we can discuss them at our regular meeting.

Jean Kluk who made sure everyone had copies of all the latest interviews, questionnaires and changes to the subcommittee's report. There were new copies of the Assessors, Supervisors of the Checklist and Fire Department documents. Jed Schwartz had updated the information about the East Washington Fire Station, which had some inaccurate information. There were updates on the Camp Morgan Lodge and Library and surveys from Planning Board, Board of Adjustment and Forest Committee. Everyone should put the new copies into their booklet. Kluk shared the newest spreadsheet, where they had arranged it by buildings, and spoke briefly about the accompanying data sheets comparing Washington demographically to other towns. We all agreed that this was very helpful information to have. She had also previously provided us with a digital copy of the Warner CIP document, she felt it was interesting how they used their criteria and ranked their projects. Warner PB holds a public hearing and then adopts changes to their CIP document, before sending it to the Selectmen to use in their budgeting process.

Kluk highlighted some new things that came out in their process. She said deferred maintenance on the town buildings is a serious problem. She pointed out the foundation crack at Camp Morgan Lodge, water infiltration into the building where the water line comes in from outside. This water flow is being controlled by the use of sand bags and isn't being taken care of. We thought that PWD should be consulted about doing this work. There is a large amount of underutilized space in the cellar also. It has been recommended that 2" foam insulation should be added to the walls in the cellar and the ducts should be insulated. Terani agreed that deferred maintenance is a problem with many of the buildings. For example, the Old Highway Garage needs a perimeter drain to divert water from seeping into the building; the Library needs a hose to send water to the sump drain instead of using a French drain and adding condensation into the cellar, which then has to be removed by the dehumidifier. The spreadsheet pinpoints many projects that need to be done and many that could help save the town money, if implemented. Some jobs could be taken on by the PWD and capable volunteers could tackle some of the other projects, if the Selectmen could buy the materials.

Chute passed out a sheet he had put together that simplified the larger spreadsheet, he broke things down into categories showing who is the agent for each building and what major and other needs there are for these buildings. He explained that most of the town buildings have managers or agents (some by default). He feels the primary agents don't have the resources they need for upkeep. The Public Works Department has a full time paid manager with paid staff and a strong relationship with the Selectmen and the PWD buildings are well cared for because of the forward thinking of its manager. Terani asked if Ed's department is responsible for upkeep on the solar panels, we were not sure. The School facilities have a board to oversee them and are well taken care of. The Library has a board that advocates and cares for its building. Fire and Rescue are unpaid and volunteer and don't have a strong advocate for their facility. The Police are housed in an old, historical building and there are many upkeep challenges there. Some facilities fall, by

default, under management of the Selectmen. The buildings that don't have strong advocates for them seem to have the most deferred maintenance and problems. Maybe setting up small groups to oversee each facility would help with planning and dealing with problems.

We discussed the fact that Camp Morgan, the Old Schoolhouse, the Old HW Garage, and the Meeting House need dedicated funds to care for and maintain them and dedicated agents to advocate for their needs and uses. We discussed establishing Capital Reserve funds for each building in the CIP and funding it yearly. We feel we need to be an advocate for the idea of agents and funds for each of these four buildings. If a reserve fund is set up and someone is overseeing the building covered by the fund, there should be a certain amount that can be used for routine maintenance and problems that crop up. For example, Parks and Rec could be the agent for Camp Morgan Lodge, Fire/Rescue could have a small committee made up of one fire, one rescue and one outside person, and so on for each building, all would be reporting to the Selectmen regularly. We all feel that the Old Schoolhouse is the neediest building in town and it has no one advocating for it. If the Police are moved to share space with the Fire and Rescue Departments in a combined safety facility, this building could be utilized for other needs and a committee could oversee its care and use. The idea is master planning for all the town buildings. We need to take a short and long-range view in addressing the problems and establishing new processes for dealing with these buildings and situations. We will speak to the Selectmen and see if they agree and would get behind these ideas.

We think that \$20K should be put in the CIP this year for planning and preliminary architectural programming/design for a shared Fire/Rescue/Police/OEC building. The associated groups would have a lot of work to do to pull together the various needs for such a building and this money would help to get the planning started in the new year.

Crandall spoke briefly about bonding and loans for building projects, there could be a reasonable way to do both the Town Hall

and Safety building projects and not impact the tax rate in a big way. We will continue to discuss this and approach the Selectmen with our thoughts.

Crandall made a motion to adjourn, Chute seconded, all voted in favor. Meeting adjourned at 8:25 PM.

Respectfully submitted,

Nan Schwartz
Planning Board Secretary