

July 30, 2014 Meeting of the Facilities Implementation & Strategic Planning Committee

Members present: John Hadley Ray Bricault
 Kevin McCormick James Dugan
 Christopher Rucho Carol McGuiggan
 Michael Kittredge, Jr.
 Siobhan Bohnson

Members absent: John DiPietro Marcia Cairns
 Bruce Peterson

Approve Minutes of June 25, 2014 meeting

Motion Mr. McCormick to approve as submitted, seconded by Mr. Kittredge, all in favor.

Announce the RFP for the Senior Center is publicized

Mr. Hadley reports that the RFP for the Council on Aging has been sent out and the bid opening is scheduled for August 25th at 1:00 p.m.

Discussion on Request from Senior Center

They are requesting \$2,800 to do demo/fit up work. They would like to make improvements in three areas. The first item would be to remove the wall between the Planning Board Office and Meeting Room #2 for their exercise/dance classes. The second item would be to remove the wall between the Town Administrator's Office and the Municipal Assistant to make room for a pool table and the third is to install a door to the main space of the Council on Aging for security. Council on Aging Director Lisa Clark Vicklund explained that the main door into the corridor leading the Council on Aging is locked; however, they would like to install a door at the entrance to the Council on Aging space for security purposes. Mr. Gaumond felt it should be something the landlord would be responsible for so Ms. Vicklund spoke with him. The landlord feels that since they are the only tenant that security was not an issue. However, CEA is able to enter their space and we are unable to go into the CEA space.

Mr. Hadley understands the request for the removal of the two walls as even with the RFP it will take two years to get anything ready for occupancy. Ms. Vicklund added that it will give them sufficient room for the exercise people and they floor will be replaced as three people have fallen. The floor replacement will be funded through another source. Mr. McCormick noted that this issue came up at the last Selectmen's meeting and because we cannot use the rent money for this, it will have to go back to the Board of Selectmen. Mr. Hadley does not believe the price quoted is unreasonable.

Motion Mr. McCormick to send this through to have the changes made and to recommend that the work be done for the Council on Aging, seconded by Ms. Bohnson.

Discussion ensued with Mr. Bricault questioning whether this is something that should be coming from this committee and why wouldn't it be an operational budget item. It was explained that they thought this meeting would give the Council on Aging an opportunity to explain exactly what they wanted. Mr. Rucho voiced concern as to what happens if next week the Police Department would like to make changes to the police station.

Vote on the motion – Messrs. Hadley, McCormick, Kittredge and Dugan yes and Ms. Bohnson and McGuiggan yes; Messrs. Rucho and Bricault no.

Ms. McGuiggan announced that the Council on Aging will be welcoming two new members to their Board. She intends to introduce them at the next FISP meeting. She also informed the Board that Diana LaComfora, long-time volunteer at the Senior Center, was buried on Monday. Ms. LaComfora

previously spoke about her volunteering experience at the senior center.

Tour of the New Town Hall

The group took a tour of the new town hall located at 140 Worcester Street. Following the tour Mr. Hadley stated that everyone on the committee should be very proud of how this project came out.

Discussion Police Station

Mr. Dugan stated that there is nothing new. He met with the Chief yesterday and they are just waiting. Mr. Hadley reports that Paul Lieneck is doing a preliminary design. Mr. Dugan advised that the Chief has spoken with Mr. Lieneck and they discussed scheduling a meeting to go over more specific details. The preliminary design will show potential layouts and will not get specific on how the department works. Mr. Hadley visited the site and noted that it is pretty level until you get further back on the lot.

Discussion on Debt Roll Off

Mr. Bricault explained that the Analysis of Existing Debt Service was what was used when we purchased the new town hall. It provides a logical approach on what we do and when. A big chunk of debt will come off in 2017 and he suggested that a senior center project would work out in FY15/16. Mr. McCormick added that in FY14 we will pay about \$51,932 then that comes off and we could incur another \$52,000 in debt and it would not impact the tax rate. If we have \$50,000 per year coming off it would equate to one million in 20 years. The taxes would go down because the \$52,000 would not be included any more, but if we could improve our properties you would not be impacted at all. Mr. Bricault suggested using the roll off from FY16 to pay for a senior center and in FY17 a police station. With the debt rolling off the books you could justify going forward with two projects. From now until 2016, \$250,000 will come off the books. Mr. Bricault noted that the schedule is almost two years off so the new debt is not included in the schedule.

Mr. Hadley thinks it is a good thing for the town to go forward with the project with Ms. Bohannon commenting on the low interest rates. She thinks we need to keep moving forward. The Committee would not be opposed to doing two projects at one time. Mr. McCormick added that when the Police Department moves out, we will need to do some work on the Fire Department and perhaps that is a FY19 project. Mr. Bricault pointed out that there will be some issues with timing with the debt coming off the books. It was agreed to ask Finance Director Michael Daley to update the debt schedule to include FY15 to FY25.

Mr. Bricault reports that the ESCO project took \$3 million worth of capital items off the books. He feels the selling point is emphasizing there will be no impact on the tax rate. For the seniors we asked them what do you need and their \$10,000 square feet corresponds to a \$2.5 million project. He thinks it is worth having that discussion so we do not duplicate efforts and people do not come to different conclusions.

Mr. Dugan noted that in the past, the committee broke up into sub-committees and they would report back to the full committee so you don't exhaust everyone's time. Mr. McCormick feels you need to have somebody to help you and if the senior center gets built you would need someone to oversee it. Mr. Hadley feels that we would need a project manager. Discussion ensued over having someone being a liaison and reporting back to the entire board, however, it gets too complicated. Mr. McCormick feels we need a professional to help them out as just having the committee does not work.

Mr. Rucho asked if the Senior Center RFP does not bring anything back, will we have to site a piece of land. The committee decided that it will know better after their next meeting.

Other Business

Mr. McCormick congratulated Mr. Hadley for leading us through to this beautiful building.

Mr. Rucho is concerned about the cable studio not being up and running. He would like to have them come in to meet with the Board of Selectmen to discuss what we need to move forward.

Mr. Bricault suggested hiring a building inspector who would also serve as a project manager. Mr. Hadley advised that it is not allowed by the state law.

Next meeting of FISP will be August 27th at 7:00 p.m.

Respectfully submitted,

Approved:

Nancy E. Lucier, Municipal Assistant