

**FACILITY MASTER PLAN COMMITTEE**  
**November 17, 2016**  
**MINUTES**

**Committee Attending:** Chairman George Hooper, Jeffrey Hull, Diane Allan, Valerie Gingrich, Theresa Manganello, Paul Melaragni, Joseph Parrella, Jr., and Paul Ruggiero

**Liaisons Attending:** None

**Others Attending:** Members of the Board of Selectmen: Greg Bendel, Judy O'Connell, Kevin Caira, and Michael McCoy; John Harding

**Consultants Attending:** Steve Cecil

George Hooper stated that in accordance with open meeting law he is announcing that members of the Board of Selectmen will be present tonight and may consist of a quorum, but there will be no deliberations.

**1. Review Minutes**

***Motion made and seconded to approve the minutes as written. Approved by unanimous vote.***

**2. Project Development**

- Presentation and Discussion of the Alternatives for Municipal Facilities

Steve Cecil reviewed the alternatives matrix and explained that he will describe the variations of the baseline scenario. The baseline scenario shows a larger senior center and larger town hall since compared to comparable communities, our current facilities are undersized. School Administration is not currently adequate, but an addition to the building would not be practical, so school admin has been added to the town hall expansion under the baseline scenario. The existing Library is also undersized at just under 15,000 square feet, so the baseline includes an expansion to 24,000 square feet. The Book Store Next Door area would be used for an expansion and the functions of the bookstore would be included in the expanded library. For other sites, the recommendation is to extend the useful life of the building.

The M2 scenario includes using the Swain Lot for a new combined Town Hall and School Admin building. A new Senior Center would be built at the current Town Hall site on Glen Road. The St. Dorothy's parcel would be available for senior housing. Under the M2 option, the Public Buildings function is added to the DPW garage site in a new building. For all other buildings, the baseline would apply.

The M3 scenario includes a new, larger senior center at the Swain Lot, a Town/School Admin building at St. Dorothy's parcel, and senior housing on the parcel at 121 Glen Road.

The M4 scenario includes a new library at the Swain lot, a senior center on the Library site, Town Hall would be expanded in its current location to include School Admin, and St. Dorothy's lot would be available for senior housing.

George asked for comments from the Committee and the Public.

Judy O'Connell stated that she remembers hearing that residents expressed liking the Library in its current location, so would the Committee pursue an option that moves the Library?

George Hooper explained that they are considering all the options at this point. Valerie Gingrich commented that when talking to different groups, there were some people who liked the idea of a new library on the Swain Lot. Diane Allen added that they needed to consider the option in the review to be able to talk about the pros and cons of each option. Steve commented that they would like to give the Town information about all options to make an informed decision.

Diane Allen asked about a fire substation as part of the study. Steve explained that the fire substation is independent of the other moving pieces in the study. Compared to benchmark communities, the Town's fire/EMS cannot necessarily reach parts of Town as quickly as other Towns. Steve is going to dig into the data to look at response times and options for a substation if desired. Jeff Hull asked about typical response times. Steve stated that some towns target 3 minutes or up to 12 minutes. Steve explained that the travel time is only one component of emergency response and a full study would include all aspects. What they can do is look at travel time under current procedures. Steve said that the concern seems to be physically reaching the North part of Town under certain circumstances, not just typical conditions. Steve suggested that he will present the data and options for the group to consider.

Jeff commented that northern parts of Town are furthest from the existing station, but it may not be the highest response time. Another thing to consider is growth in surrounding communities in respect to congestion since Wilmington tends to be a cut through. Steve commented that they are seeing decreases in traffic in some Towns and explained reasons why this might be the case. Steve suggested that it won't be a clear trigger saying yes or no to a substation, but a judgement call and choice.

Diane commented that adding the substation to the matrix would show that we are looking at it and not leaving it out of the study. Steve assured her that it has not been left out and he will provide information for the Town to make choices.

Jeff made the comment that the document is a draft and additional comments and edits will be passed on to the consultant.

Steve told the group that one of the big decisions is how much space to allocate to each facility. He explained that they tried to provide a mid-point of space allocation. Jeff asked the group to consider what type and size of meeting space or spaces are necessary or ideal. Steve conveyed that he has heard that the town hall auditorium is not always sufficient and Room 9 is smaller than what most towns have for hearings.

George asked about renovation cost of Town Hall compared to a new building. Steve stated that it would be \$14 million compared to \$18 million. You can't really add on to a round building, so you would have to build an annex type of building and could connect them. The renovation of Town Hall would include renovation and a new addition to expand and add school admin.

Diane Allen commented that she doesn't think people will consider renovating the existing town hall a good investment. She asked if there is an emergency plan for an instance where the Roman House needs to be

closed. Steve commented that the building itself is not a bad building, but it doesn't fit its use and needs improvements. They will look at timing regarding how the plan would be phased.

Theresa Maganelli commented that there is office space in the area that could be used if something happened to the Roman House.

Jeff commented that it is a good question about what we do in the interim.

- Comparative Evaluation of Alternatives

Steve presented spreadsheets for scoring the alternatives.

Kevin Caira asked about the meaning of the scores and how they are defined. Steve and George pointed out the range from 0 (poor) to 10 (good). Kevin asked what is in between. Steve said that average would be 5.

Steve explained how the weighting factors (1-5) will be set by the committee according to what is more important. For instance, cost may be more important than other factors, so it will get a higher weight. The results will start to prioritize the options. Steve stressed that the exercise will teach us about our options, but it is only one aspect to decision making.

The Committee assigned a 5 to both Capital Cost and Operating Cost; a 2 was assigned to Lifecycle Costs. The group suggested removing Operational Efficiency from the list since it is covered by Operating Cost. Reuse Opportunity was given a 1.

Match between use and design was given a 4; Current safety and Code Compliance given a 3; Visitor/User Quality and Workplace Quality were given a 5. Benefits Town Identity and Character which was explained as more about location than about design was discussed as a 4 or 5 and was given a 4; Location Convenience for Citizens was given 4. Compatibility with Other Uses was given 3; Adaptable to Changing Use was given 3; Adaptable to Expansion was given 2; Multiple Use in Facilities was given a 4. Combining many interests and uses is important whether in a new open space or building. Proximity plays into that factor as well, when uses are close together it can be beneficial.

Judy asked about whether the need for meeting rooms is being thought about in existing buildings like the high school so that new buildings are not built for meeting spaces that we don't need. Steve commented that the consideration for shared spaces is worked into the program but the Town will need to think about what spaces should be provided. Steve stated that he's heard that there is a need for intermediate size space where 150-200 people come to a meeting. Kevin Caira commented that if we have big meetings, we go to the middle school. Judy commented that there may be an opportunity to use already existing space for existing needs, which could be identified through this process.

Theresa commented that there is a need for meeting space for taxpayers of various groups and organizations. If they could call someone to book space, that would be helpful. Kevin commented that maybe the Senior Center could be used in the evenings for meetings. Theresa stated that she discussed the idea of a community space in an expanded building with the Director of Elderly Services.

Steve said that they will look at the issue closer, but he's hearing that there is currently not enough space.

Diane Allen commented that the upcoming over 55 community is different than the past, more active with more programming. She sees a different type of lifecycle in the future.

### **3. Schedule and Next Steps**

Steve talked about getting edits and comments in regarding the report through Valerie. Steve said that they will dive deeper into the spreadsheet at the next meeting and talk about scoring. At the next meeting they will test the scores to see why the scores come up the way they do. The group can discuss the information and how it informs decisions.

The information will be put out in a public forum for input prior to the Committee making a recommendation. Following that, the phasing will be looked at.

The Schools alternatives will move along as well, with a new alternative of two PreK-Grade2 schools and two Grade 3-5 schools, one of each school on each side of Town. The same process of scoring will be done with the School alternatives. A member of the consultant group will attend the School Committee meeting on December 14<sup>th</sup> to discuss the alternatives.

### **4. Public Comment**

Michael McCoy asked if the Town could save money by putting up a pre-fab office building to use as School Administration. Jeff commented that even a pre-fab will require construction and a public procurement process with prevailing wages. Jeff spoke about efficiencies with a shared space between town and school admin functions. Additionally, there would be new opportunities to collaborate and build working relationships. Steve commented that prefab buildings at the scale we are talking about are not cost saving in the long term since prefab structures would not have as long a life-cycle.

Diane commented that it would be an option but it would need to be explained to the Town, why we wouldn't think longer term and have shared services in a combined building. There could be cost savings with a consolidation of town admin and school admin into one building.

Jeff commented that there are other communities that have combined Human Resources for schools and Town Admin.

### **5. Next Meeting –** The next meeting will be December 15<sup>th</sup> at 6PM at Town Hall.

Meeting adjourned 8:38PM.