

FACILITY MASTER PLAN COMMITTEE
November 9, 2017
MINUTES

Committee Attending: Chairman George Hooper, Jeffrey Hull, Valerie Gingrich, Paul Ruggiero, Diane Allan, Paul Melaragni, and Theresa Manganelli.

Liaisons Attending: None

Others Attending: Board of Selectmen Members Kevin Caira and Ed Loud, Peggy Kane, Mike Morris, Dee Casey, Tina Stewart, Don Pearson.

Consultants Attending: Steve Cecil

George Hooper called the meeting to order.

1. Review Minutes

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

2. Review Draft Facility Master Plan

Steve Cecil gave an overview of the contents of the draft master plan document. He provided information on updates since the last time the Committee met, including documenting recent improvements to certain buildings and updates to the cost assumptions. Steve commented that Wilmington has their own crew of personnel that maintain and improve town buildings, which is different than other towns he has worked with. He explained that certain maintenance and improvements can be done by Town staff instead of having to plan for capital spending. Steve added that in theory it might be nice to bring facilities up to code, but those more historic buildings are functioning well now and may not need significant updates. It's important that those buildings do not deteriorate, but total overhauls may not be a priority depending on the use. If the uses change and the building is more intensely used, updates may be necessary.

Steve explained that another change is that the Veterans Affairs office has been added to a new Town Hall/School Admin building to provide adequate space for that function.

Steve explained that the biggest change is with the DPW functions, which are now proposed to be consolidated on the current DPW Garage site. The Water Department Office and Garage function would be moved from the existing location, which floods periodically, and added to an expanded Garage site. The site would need additional storage space, vehicle sheds and staff space. He suggested that a more detailed professional study be undertaken to determine the details of the site buildout in relation to floodplain, wetlands, and function.

Steve reviewed the implementation section of the plan. Collecting and studying emergency response times is a recommendation to determine if and when a substation would be required or appropriate. He added that they have not been able to determine that a fire substation is required at this time.

Steve reviewed the phasing sequence for the schools.

Paul Melaragni commented that there is an error in the school diagram which needs to switch the North and West labels on the phasing diagram.

George commented that they will need to bring the schools up to code when they add onto the schools. Steve agreed and commented that the upgrades will extend the life of the schools considerably.

Paul Melaragni asked about the State's space standards and whether that is why certain additions are necessary. Steve confirmed that if the Town wants to get State funding, they will need to meet the State standards.

Jeff Hull commented that one of the long term efficiencies will be that they will have fewer schools to maintain.

Diane Allan asked about busing. Paul Ruggiero commented that the Middle School drives the busing schedule.

Steve handed out the phasing chart and debt schedule chart to the Committee members. He commented that the Town's debt compared with other towns is very low. He reviewed the debt schedule and phasing.

Kevin Caira asked about the color coding of the chart. Steve explained that there were some items that were shown as the wrong color and they will need to correct it.

Ed Loud asked about the Wildwood School. George commented that the school would not be reused. Ed commented that we should think about what will happen with that property.

Jeff commented that the town has accrued funds that can be used to offset these capital expenditures.

Ed asked about the cost estimate and timing of the DPW improvements. Steve commented that you can break up the improvements into phases if necessary.

Mike Morris clarified the timing and sources of funding.

Theresa asked about the State's grants in relation to renovation vs. new schools. George and Steve commented that the percentage changes over time. Theresa asked what a conservative percentage would be to use. Mike Morris commented that 50% has been used for the debt tables. Other schools have received 50% of the costs.

Tina Stewart commented that the Committee has done a great job with the process. She asked the group to keep the age of the Library in mind when looking at the sequencing.

Steve commented that the timing of incremental improvements will be looked at in the phasing diagram.

Jeff commented that incremental improvements at the DPW site can be made by the Town as well, as long as we have an overall site layout in mind.

Diane asked about whether the group was going to look at town-owned land overall. Jeff commented that it was not in the scope of the project. Diane commented that the Wildwood School could be used for something like housing.

Steve recommended that the town start thinking about reuse in advance of the properties coming available.

Don Pearson asked if the study considered grant funding for the Library. Steve explained that they have not, but it would be beneficial to seek grant funding when it becomes available. He stated that he was not aware of any grant funding at the moment.

Diane commented that the phasing chart should include information about the type of funding anticipated. Steve agreed that they can revise the phasing chart to reflect the information.

The group discussed making it clearer where the total school costs are shown vs. where the 50% reimbursement assumption is made.

3. Public Comments

Public comment was taken during the discussion.

4. Schedule and Next Steps

Steve stated that he would make the changes to the documents. The group discussed meeting in January to endorse the plan.

Meeting adjourned 7:55 PM.