

**FACILITY MASTER PLAN COMMITTEE**  
**December 10, 2015**  
**MINUTES**

***Committee Attending:*** Chairman George Hooper, Jeffrey Hull, Mary DeLai, Valerie Gingrich, Jack Holloway, Theresa Manganelli, Paul Melaragni

***Liaisons Attending:*** Kendra Amaral, Ginny Bonish, Paul Ruggiero,

***Consultants Attending:*** Steve Cecil, The Cecil Group

***Public Attending:*** Don Pearson

**1. Introductions**

Committee members and liaisons introduced themselves to the Consultant.

**2. Review of the Scope of Work (Consultant Scope of Work Provided)**

The project scope reflects the proposal and subsequent discussions with the Cecil Group. Specifically the scope includes establishing existing needs and potential needs, establishing existing conditions and sorting through choices and their respective costs and benefits.

In the data gathering stage Steve Cecil will collect information on building programs (physical rooms, how big they are, what they are used for). Throughout the process the Committee will evaluate what the town has, what we need, and what acquisitions, dispositions or changes to town owned land may advance our goals.

The Committee will have a working meeting to look at and evaluate choice options. The Committee will share alternative options with various stakeholders and the public, and gather feedback. The Committee will then determine what the preferred game plan or option is and what the costs and timelines to implement likely are.

Once choices have been made about which option or sub-options are best for the town, a draft plan will be developed and reviewed. A final plan will emerge from the draft review process and be adopted. Accompanying the plan will be matrices that will help the town evaluate future opportunities and/or make adjustments over time. Costs are projected in present value, and will include operating costs, as well as projected costs of the “do nothing” option. The plan will include recommendations to address deficiencies that impact operating costs with existing buildings.

The town has worked into this project a built-in contingency budget for issues or ideas that arise during the process and are deemed worth further exploration.

***Sharing Documentation***

The project team will utilize the Drop Box established by the town to share documents and store project files.

***Study Protocols***

The project has a 12 month timeline to include:

- January – March: Data gathering phase
  - Facility assessment
  - Needs assessment
  - Public survey
- April: Develop alternatives
- May-June: Evaluate alternatives
- July: Narrow down alternatives
  - Public presentations and feedback
- September – October: Draft plan development
- November – December: Plan finalization and presentations

The town will develop a web interface early on to ensure the public has access to information and opportunities to see the work and progress being made.

It is advised that the Committee plan for joint presentations with boards and commissions so they can hear and discuss ideas, concerns and feedback collectively. The dialogue that occurs in combined meetings can be valuable.

#### *Communication Protocols*

Kendra Amaral will serve as project manager for the town, Steve will serve as project manager for the Consultant team. For efficiency Subject Matter Experts on the consultant team will talk directly with town staff as needed.

If a request comes in from other boards or committees, the public or the press, those requests shall be forwarded to the town's project manager, Kendra. This ensures a consistent message is being disseminated and that the project team can be aware of the comments and requests.

Access to the school buildings should be arranged through George Hooper and Mary DeLai. The consultant team will make requests in advance about where they need to access and who will be present. A list of the team will be submitted to Paul Ruggiero and each team member who may need access to school buildings will need to complete a CORI form. CORI forms will be submitted directly to Paul.

### **3. Project Goals and Expectations**

Committees members were asked to identify what they believe are the keys to success for this effort. Comments included:

- Communication to residents as decisions are being made
- A sequencing plan that addresses the ability to reconfigure services that would be advantageous for the town and school
- A plan that identifies where facilities should be relative to property town owns
- Scale of capital costs for projects identified as part of the plan;
- For the plan to incorporate sensitivity to cost impact on tax payers

- A sequencing plan that is positioned well with the town's debt and financing policies and goals
- Identifying efficiencies and finding economies of scale; identifying property we don't need and can make money on to help fund other projects
- Opportunity to create a civic town center at the "town center"
- Find opportunities for pedestrian-focused citing of government facilities
- A plan that prevents us from sinking good money after bad on facilities we need to abandon
- A plan and process that is accessible enough to the average citizens
- A plan that builds in efficiencies and allows flexibility; developing spaces that can have modified uses over time
- Minimizing school transitions for students
- The plan should be compatible with the town's Open Space Plan
- The question of a Fire substation should be considered
- Ensure the plan identifies and projects the impact on demographics, costs, etc.
- Clearly articulate cost of doing nothing

#### **4. Other Business**

The town has been approached by RMLD about solar array opportunities on various buildings. Though the solar benefits are good, there is a concern about the impact solar installations would have on the Facility Master Plan options. George will get RMLD to send the proposal to Steve.

#### **5. Next Meetings**

The Committee will plan to meet the second Thursday of the month. It will however cancel the February meeting so the consultant has time to gather and analyze the data required in the first phase of the project.

Next meetings are January 14, 2016 and March 10, 2016