

MINUTES/DECISIONS OF THE CAPITAL IMPROVEMENTS COMMITTEE
MEETING DATE: MAY 13, 2019

In attendance = X Alternate Seated = S Partial Attendance = P Excused Absence = E

Tim Malley Chair <u> X </u>	Charlie Brackett Planning Board <u> X </u>	Ed Van der Veen Planning Board <u> E </u>	Dillon Dumont P.B. alt. <u> X </u>
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Jim Weaver Budget Comm <u> X </u>	Malcom Price School Board <u> P </u>	Bob Calzini Citizen Rep. <u> X </u>	Roger Coutu Select. Rep <u> X </u>
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Brian Groth
Town Rep. X



- I. CALL TO ORDER AT 7:00 P.M
- II. PLEDGE OF ALLEGIANCE
- III. ROLL CALL
 - A. Chairman Malley sat alternate Dillon Dumont for Ed Van der Veen.
- IV. MINUTES OF PREVIOUS MEETING(S)
 - A. 8 April 2019 Meeting Minutes
 - Mr. Brackett moved to approve the 8 April 19 Meeting Minutes.
 - Motion seconded by Mr. Dumont. 5 in favor, 2 abstentions (Coutu, Price) - Motion carried.
- V. NEW BUSINESS
 - A. Police Department - presentation of CIP submittal.
 - Department Representatives – Chief William Avery, Captain David Cayot, Ted Luszey**
 - Chief Avery explained that the Police Department ran out of building capacity about 15 years ago, and have since been shuffling offices around the existing building as a “band-aid” which isn’t a sufficient long-term solution. The Department’s existing building was originally supposed to be a 2-story building that would’ve served their needs for 25+ years, but the Town decided to reduce it to one story on a slab, rather than a foundation. Therefore at the time of construction of the existing station, the Department was already short on capacity.

The proposal originally submitted for the CIP was for a 2-story building built over surface parking. Since then, they have revised their plan to have a 1 story building over surface parking. This was a result of examining the site conditions, which found significant ledge. A 2-story building would require drilling into the ledge which would dramatically increase construction costs.

They plan on using a Design/Build approach to save on costs and time. The covered parking is for 14 patrol cars so they don't need to be cleaned of snow in times of emergency.

Chief Avery gave a detailed description and examples illustrating that the current station is insufficient for both capacity and security reasons. They will be working with a consultant (Municipal Resources Inc.) on a needs assessment. Chief Avery described the following areas as deficient: booking room, public interview room, evidence room, crime lab, detective office space, room for a Narcotics unit, female locker rooms, legal division, victim witness advocate, administration, SWAT room, Roll Call room, break room, dispatch, IT.

Currently their proposal is for between 7,000-9,000 square feet, which would effectively double their usable space. The current building is approximately 14,000 square feet but has many building inefficiencies.

Tim Malley and Jim Weaver asked for clarification that the proposal had changed since the original submission, to which the Police Department confirmed.

Mr. Malley asked if the price estimate was still correct. Mr. Luszey explained that it is flux while they are still in the design stage, but it is likely in the neighborhood of 5 million dollars.

Mr. Weaver asked if they should consider planning for a 2nd story. Mr. Luszey explained that the ledge conditions make that cost prohibitive.

Dillon Dumont asked about the cost estimate details. Chief Avery explained that it is still early and they don't have a competitive estimate at the moment.

Charlie Brackett asked if their estimates would include fit-out costs including furniture etc. Mr. Luszey explained that their estimates were for the building only and that much of the furniture and equipment exists already, they just don't have the space to effectively use it all.

Mr. Weaver asked about the price per square foot figure used for estimation. The department representatives explained that it is still early and a more accurate estimate will be developed later.

Mr. Weaver asked if the Police Department would have a better estimate prior to the CIC's next meeting on June 10th. The representatives said they believed so.

Roger Coutu stated that the town cannot afford to wait much longer to provide the Police Department with adequate facilities. The station built in 1994 was short on addressing needs even then.

B. School District - presentation of CIP submittal.

District Representatives – Malcom Price, Chair of School Board

Mr. Price gave an overview of the capital projects that the District anticipates having to undertake over the next 5-6 years, and that the cost estimates were “ballpark” numbers from the Director of Facilities. Their list of projects have been scheduled in order of priority.

Mr. Price described the condition of the tennis courts as a safety issue. Without repair, the state athletic commission may deem them unfit. A new court of composite material would prevent frost heaves and will last longer. He also described the condition of the football field which currently has a large hump and is not flat.

Mr. Price described the condition of the gym floor which needs replacement because there is nothing left to sand down. He also described the parking lot and roof projects.

There was some discussion over the accuracy of the cost estimates. Mr. Groth explained that “ballpark” estimates are acceptable for the purposes of the CIP.

Following the conclusion of the School projects discussion, Mr. Price asked to be excused to attend to an appointment.

C. Administration/Finance Department - presentation of CIP submittal.

Department Representative – Kathy Carpentier, Finance Director

Ms. Carpentier introduced the concept of a Town Hall expansion that she prepared with assistance from the Fire Chief and the Town Engineer. Like the Police Station, operational space Town Hall is scarce. The proposal is for a

2,160 square foot addition on the west side of Town Hall. The cost estimate was conservatively based on \$400 per square foot. The expansion would address the following:

- give customers a central location to pay their utility bills
- eliminate customers going to the basement to pay bills
- put Water and Sewer employees together for efficiency
- give Welfare office more security
- give IT more space to work
- give IT a locked secure area for servers (currently shared space)
- update the lighting in the IT area
- fix HVAC central air and heating in the entire building for energy savings
- increase office security
- give all employees an office to work from
- move one staff member back into Finance
- bring the conference room to the main floor
- reorganize parking lot
- relocate gas tank
- create an area for record retention on site
- create (one time) income by selling current storage area (Oakwood)

Mr. Weaver asked if the project would require renovations to the existing building. Ms. Carpentier replied that the HVAC system may need to be fixed.

Mr. Weaver and Mr. Malley expressed concern over the loss of parking spaces resulting from the addition. Ms. Carpentier indicated that the Town Engineer assured her it was possible to retain all spaces. The Town Planner was skeptical of the Town Engineer's conclusion but is keeping an open mind.

There were no other questions concerning the project.

As Finance Director, Ms. Carpentier began to educate the committee on funding sources, methods and tax rate impacts. Her and Mr. Groth indicated to the committee that they would be working together on preparing relevant materials in advance of the next meeting.

D. Sustainability Committee – presentation of CIP submittal.
Committee Representative – Linda Kipnes, Vice Chair

Ms. Kipnes opened her presentation with a brief history and accomplishments of the Sustainability Committee.

Her proposal consists of replacing the light bulbs in Town Hall in favor of more energy efficient, cost-reducing bulbs and fixtures. Ms. Kipnes presented cost estimates, rebate estimates and timelines of energy-savings that recoup the capital costs.

Ms. Kipnes also explained that the rebates at the moment are very good, and may not be available forever.

Ms. Kipnes also expanded on the discussion, introducing a concept for an annual fund to pay for energy related upgrades.

Several committee members expressed support for the idea and discussed ways of implementing it, financially.

Mr. Coutu said he would bring the matter to the Board of Selectman and ask Ms. Kipnes to make a similar presentation there.

E. CIC Organizational Session.

Mr. Groth described next steps and what to expect at the June 10th meeting.

VI. ADJOURNMENT

The meeting adjourned at 9:30 p.m.

Brian Groth
Town Planner