

## TOWN CENTER CAMPUS COMMITTEE

Minutes for November 19, 2019, 6:00 PM

The meeting was opened at 6:00 p.m.

MEMBERS PRESENT: Ross MacPherson, Art Morin, Colleen Thompson, John Traynor, Harry Weikel, Jon Wilhelmsen      Members Absent: Nancy Butler

GUESTS PRESENT: Town Administrator Liz Dennehy, Selectman Christine Joy

NOTE: The above people will herein be primarily referred to by their initials.

DISCUSSION: The meeting began with a discussion of the Board of Selectmen's expectation for the work of this Committee. The BOS had previously provided a list of items that require attention and LD brought an updated version to this meeting (attached) It is their hope that the Committee will look at the big picture for the Town, the Center Campus, and all Town-owned buildings and land. This will include an overview of the current state of the buildings, the maintenance plans for the buildings and the future needs and use of the same. It will fall within the purview of this Committee, probably with outside help, to create a Master Plan so that when needs arise in the Town there is a reference document from which to start a discussion.

For example; several departments are already looking for extra storage space, the Council on Aging (COA) needs space and the Town needs affordable and senior housing. The Town House building needs critical updates (electrical, roofing, rainwater control, potable water quality, access ramp, etc.) The Library is also experiencing roof and electrical issues. How does the Town meet these needs in a thoughtful way that solves the problem but allows for future changes? We don't want to do something this year that will be undone or damaged in the next.

The Committee paused the discussion to elect Jon Wilhelmsen as Chair of the Committee. Nominated by JT, seconded by AM, received unanimous vote. Colleen Thompson agreed to be Secretary, with the hopes that absent Nancy Butler will agree to help with or take over this job. There was no vote taken on this, but no one else wants the job.

The discussion resumed with JW asking how the Board of Selectmen prioritize their list. The answer is getting the buildings squared away, meet COA needs and deal with affordable housing. What is this year's goal? LD responded that she would be working with FinCom in the winter to revise the Town Capital Plan. Having an idea of upcoming building expenses would be integral to this Plan, so she hopes for a list of projects by January. To that end, LD will provide the Committee with an inventory of buildings and their current problems.

It was noted that the Town has received some grants, has some pending and will continue to apply for more. The Town has hired a grant writer. Grants will help alleviate but remove not the financial burden for the building needs. The Town will generally be responsible for ongoing maintenance, repair and replacement of items acquired with grant monies.

This leads to the question of sustainability. Regular maintenance, knowledge of the systems, their age and expectancy, creation of a maintenance "log", etc. are things that will help minimize surprises and hence, expenses. To this end, we will need an inventory of all

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equipment and systems. The implementation of a maintenance plan and the possible addition of a Town Maintenance Supervisor will cost more initially but will take care of problems before they become a major repair or replacement. We also need to think of things creatively and in some cases, shift the costs. For example, for IT, why continue to use an in-house server when we can use the Cloud? Updates of this nature may initially cost extra but should reduce or level expenses going forward.

JW again wondered what needs to be done prior to the 2020 Town Meeting. The answer is to focus on the Town House building needs. Repairing or replacing faulty systems will allow better use of the building, create a healthier work environment in a building that does not need to be shut down because the sewer backs up, and may answer some of the other needs, such as COA and/or storage space. By early February we should have an idea of what we want to add to the 2020 Warrant. This should give us time to project/system information and prices, and get the results to FinCom and the BOS before the Warrant closes at the end of March.

We will focus on the Town House building needs for the first few meetings, then expand to the rest of the Town buildings. We hope to have a rough plan in place by June-ish, which will allow us to get outside help to create a Master Plan to be implemented in reasonable and financially responsible phases.

JW asked if the "Town Center Campus Committee" is the right name for this group, given the increases scope of our remit. JT said that the BOS would be amenable to a more accurate name. JW suggested the "Town Building, Campus and Land Committee" but suggested that all members and the BOS give the name change some thought. We need something that describes the one entity that is looking at the whole picture, creating a cohesive plan rather than reactionary budgeting based solely on the present.

#### ACTION ITEMS:

1. LD will work with department heads to create a list of the buildings, systems and equipment and needs.
2. The Committee will think on new name possibilities
3. All (but particularly LD) will gather pertinent materials – Reinhardt report, materials created for the Public Safety Building Committee regarding the center campus and any other relevant items.
4. LD/HW will seek the name of a maintenance consultant in case this is needed to help create a professional maintenance plan.

NEXT MEETINGS: Wednesday December 18, 2019, Tuesday January 7, 2020. Start time for meetings will be 6:15 PM. (Member note: CT is not available on Wednesdays in December, AM and HW are not available on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of any month due to Board of Health meetings).

ADJOURNMENT: 7:07 PM, RM moved, CT second

## **Town Center Campus Committee Meeting**

### **November 20, 2019**

- Inventory of Town-owned buildings and land and discuss current and future potential use(s);
- Evaluate all existing Town-owned buildings for realistic longevity, including short and long-term improvements that may be necessary;
- Develop Maintenance Plans for Town-owned buildings;
- Improve connectiveness (both for vehicles and pedestrians) between the buildings in the Town Center Campus area;
- Examine parking and traffic flow for the Town Center Campus area;
- Determine feasibility of creating affordable housing opportunities, including age-qualified housing, at the Town Center Campus area and other Town-owned land;
- Review technology and communications between the buildings in the Town Center Campus area;
- Consider space constraints of Fire, Police and Highway Departments and examine feasibility of creating a Municipal Garage for vehicle storage;
- Develop overall Master Plan (both conceptual and logistical) for the Town Center Campus area;
- Council on Aging space – short term and long term;
- Elevator / Lift Grant \$95,000