**TOWN PROPERTIES COMMITTEE**

(Previously known as the Town Center Campus Committee)

Minutes for February 5, 2020, 6:00 PM

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

MEMBERS PRESENT: Nancy Butler, Ross MacPherson, Colleen Thompson, John Traynor, Jon Wilhelmsen Members Absent: Art Morin, Harry Weikel (see #3 below)

GUESTS PRESENT: Selectman Mark Russo, Town Administrator Liz Dennehy, Fire Chief Stephen Silva, Highway Superintendent Rob Firlotte, Ted Makowski of Residential Elevator and Lift Company

NOTES:

1. The above people will herein be referred to by their initials.
2. To accommodate guests’ time, the meeting began with a discussion of the lift, moved to the storage building and then returned to the lift. For continuity purposes in these minutes, discussions are recorded by topic rather than order.

ACTION ITEMS: **In bold print**

DISCUSSION:

1. Building Lift – TM stated that the Town would be better served by installing an exterior Bruno Wheelchair Lift. This is a stand-alone fixed unit. It is not attached to the building. The minimum size of the lift platform is 36: x 54”. There are several gate configurations from which to choose. The lift runs on two 24-volt batteries, so it will function during a power outage, until the batteries also lose power. This ramp is less expensive than the interior lift previously discussed. There would be annual maintenance to repack the bearings. Leaves, other debris and possibly ice would need to be cleaned out occasionally.
2. Location – TM reviewed the Committee’s idea of installing the lift at the front door of the historic section of the Town House building (see 1/23/20 minutes). He believes that the Town would be better served by installing a Bruno Lift outside, at the main entrance of the former Police Department. The Committee moved outside to examine this site possibility.
3. This would require a new deck and stairs, a cement pad for the lift, installing an automatic door opener (and possibly a wider door), better exterior lighting, and creating a ramp along the side of the building running from the main Town House entrance to the lift.
4. Gutter/water issues would need to be addressed thoroughly.
5. Other Discussion –
6. LD confirmed that the grant monies may be used for all aspects of the project that make the building accessible, including the exterior work, the ramp, lighting, etc.
7. The current deck needs repair/replacement so rebuilding it to accommodate the lift will not be difficult.
8. This will allow the Town to consider redesigning the area around the main entrance to make it more accessible, safer and better lighted.
9. Timing – TM stated that it takes about three weeks to get the lift from the manufacturer. The installation will take a few days and then the State needs to inspect it (an annual inspection). The Town will need to do the deck and other exterior work. There should be no problem getting this project completed by June, if not sooner.
10. **TM will get dimensions and prices (permitting, lift, installation, etc.) to LD ASAP. He will also provide a list of installations where the Committee members could view this type of lift.**
11. **FCSS and LD will research Design Services options.**
12. Budget – LD stated that the State is looking for a budget tomorrow in order to make an initial payout of 20%. Estimated budget (open to adjustment):

$10,000 Design Services/Plans

$15,000 Lift

$15,000 Deck

$15,000 Wider Door/Automatic Opener

$20,000 Sidewalk/Ramp

$10,000 Electrical/Lighting

$10,000 Building Improvements

$95,000. Amount of Grant

1. Storage Building – Discussion focused on the needs of the various departments involved. It is better for equipment to be stored indoors to prolong life and usefulness.
2. Departmental needs
3. Police Department – Presented by JW. Needs some extra storage (motorcycle, 4-wheeler). Will be happy with whatever the Committee decides and allots.
4. Fire Department – Presented by FCSS. Needs two 14’ bays for seasonal vehicles, secondary ambulance, etc.
5. Highway Department – Presented by HSRF. Needs one bay for seasonal equipment (sweeper and snowplows).
6. [possibly] Counsel on Aging – Presented by general discussion. Needs space for one or two vans.
7. FCSS suggests a 60’x80’, four bay, Morton Pole building as the most serviceable and economical option**. FCSS will work on acquiring pricing for all aspects of the project** – building kit, construction, site work, etc. **LD will follow-up on what aspects of the project will require the Town to pay prevailing wages.**
8. Other Discussion – Some hopes for the fire department were discussed but it was determined that this is better as a stand-alone project. It should not be tied to future development. The plan is to prepare this project for this year’s Town Meeting. We will need firm numbers ASAP to take to FinCom and Capital Planning. The Location was touched upon but was left for a future meeting. This will need to be determined prior to Town Meeting.
9. John Traynor informed the Committee that Art Morin and Harry Weikel have resigned from the Committee due to other Town issues. The Committee would welcome them back should they change their minds, otherwise we should find two new members.

MINUTES: The minutes from the 1/23/19 meeting were approved as amended. RM moved, NB seconded, passed unanimously.

NEXT MEETING: Wednesday, February 26, 2020, 6:15 PM.

ADJOURNMENT: 7:18 PM, NB moved, RM second