**TOWN PROPERTIES COMMITTEE**

Minutes for August 26, 2020, 6:00 PM

The meeting was opened at 6:05 p.m.

MEMBERS PRESENT: Nancy Butler, Colleen Thompson, John Traynor, Jon Wilhelmsen MEMBERS ABSENT: Ross MacPherson

GUESTS PRESENT: Selectman Mark Russo, Town Administrator

NOTES: This meeting was conducted on a Zoom meeting platform with members participating from their homes. Members and guest will be referred to by their initials in the minutes.

ACTION ITEMS: **In bold print**

DISCUSSION:

1. Opening – JW read the Governor’s orders of 3/12/20 and 3/15/20 which allow this Zoom meeting as a temporary change to Open Meeting Law during the COVID-19 shut-down. The meeting will be recorded to provide public access to the discussion.
2. MINUTES: NB moved that the minutes for July 10 and August 19 be approved as written. JT seconded. All aye. The minutes will be forwarded to the Clerk with the BETA Group attachments.
3. Building/Property Project Spreadsheet – JW created a master control plan of Town Buildings to help track and prioritize the projects/issues of each property. This spreadsheet will help us identify the work we can plan in-house as well as the areas in which we will need professional help to understand the scope of the issue, research the best means of solving the problem, estimate the funds necessary to complete the project, identify grant possibilities, and present the problem/solution to Town Meeting (TM) when necessary. This is a working document which will be updated regularly.

The categories included on the spreadsheet are:

* Building/Property
* Department [that has oversight of the property]
* The Issue
* Description [of the issue]
* Reported By/Date
* Criticality Rating (High, Medium, Low)
* Consultant
* Cost Estimate
* Cost Estimate Source/Date
* Grant Availability
* Town Funding
* Project Owner(s)/Champions
* Status
* Scheduled/Actual Completion Date
* Comments

It was decided that all Town buildings, cemeteries, and recreational properties should be on the spreadsheet. The current list includes the Town House, Fire Station, Police Station, Town Green, Library, Town Barn, and the Dennett School. JW will add the Old Town House, the Old Town Barn on Center Street, the cemeteries, the Transfer Station, and the parks/ recreational areas (Churchill/Cato’s Ridge, Two Brooks, Harry Jason, basketball court, ball fields)

The known issues, ranking and other information for each of the properties on the list, as well as those to be added, were discussed. Following are examples of the items on the spreadsheet. Note: Not all categories have information at this time.

1. Property: Town House
* Department: Selectmen
* Issue: Roof Leaks/Ice Dams
* Description: Newer part of the building, Town Clerk’s office, main meeting room, hallway
* Criticality Rating: H
* Status: Not started
1. Property: Fire Station
* Department: Fire Department
* Issue: Septic System
* Description: Periodic issues with the connection to the Town House septic system. Have had the drain company come out 5-6 times to snake the lines. $800/visit.
* Criticality Rating: L
* Cost Estimate: $2,500/year
* Status: Not started

The discussion of these Properties and the other entries not described in these minutes included ideas that will be pertinent to all of the work of this committee.

* Several of the buildings have roof issues. The Dennett hired a consultant who used state-of-the-art equipment to review the roof. Problems were located, cost estimates were developed, and a plan was created. It was determined that the full replacement of the roof will be deferred 5-7 years which will make it eligible for State funding. It would be a good idea to get this consultant to look at all of the buildings.
	+ This raises the question of funding. This committee does not have a budget but in order to create a viable plan for the buildings, professional advice must be acquired. Four buildings have roof issues (not including the Town Barn which is already scheduled for replacement). Without knowledge of the scope of the work and specs for the jobs, it will be difficult to create an article for Town Meeting. **This committee will schedule a joint meeting with the Board of Selectmen and the Finance Committee in October to determine how we will work together to care for the Town properties, fund consultant work, and move items through the budget process to TM.**
* In addition to the roofing issues, several buildings have problems with water drainage, septic, water filtration, etc. Could one consultant review the various components of a building to help create the master plan?
* We may divide the list between the committee members to be in contact with the various departments to see how things are going with their properties.
* Regarding funding the projects:
	+ There are times when a funding source (for example, a State grant) would prefer to fund a project with a larger scope. They may prefer that the application include all of the roofing/drainage issues, rather than an application for each issue.
	+ Some funding is on hold due to the Covid-19 crisis. For example, the State ear-marked funds we had received for the Town House Lift are currently unavailable. Rep. LaNatra indicated that this will be made available to the Town again.
	+ There are at least two businesses in Town that could perhaps help with some funding or donations of goods – Hubbell and Sysco. They will be approached when appropriate.
	+ The Fire Chief has successfully pursued grants and gifts. Other departments are encouraged to look for this type of funding and/or work with the Town’s grant writer.
1. Other Business
	* **JW will reach out to Tom Loughlin of BETA Group to ask them to include a basketball court on the center campus plan.**
	* **JW will follow-up with TL to acquire the BETA documents presented in the 8/19 meeting** (Department Interviews Minutes and the Rough Drafts of Possible Layouts of the Center Campus presented by SR).
2. NEXT MEETING: Tentatively Wednesday 9/26/20, 6:00 PM With BETA Group.

ADJOURNMENT: 7:10 PM (NB moved; JT seconded)