**PLYMPTON TOWN PROPERTIES COMMITTEE**

Minutes, October 12, 2023, 6:30 PM

MEMBERS PRESENT: Nancy Butler, Ross MacPherson, John Traynor, Mark Wallis,   
Jon Wilhelmsen (Chair) ABSENT: Colleen Thompson

NOTES:

* Participants are referred to by their initials. LD refers to Town Administrator Liz Dennehy.
* When possible, action items will be noted in **BOLDED** letters.
* “We” may refer to this committee, but it may also refer more broadly to the Town as a whole.

JW opened the meeting at 6:49. Delayed getting access to the room.

1. FIRE STATION PROJECT/TOWN COMPLEX INFRASTRUCTURE – No update from Dan Pallotta at this point. No bad news, so we assume everything is going as planned.
2. LIBRARY/FIRE STATION SEPTIC ISSUES – Board of Health has moved ahead with putting in the septic system. The library septic is an emergency situation since there is no leaching field in place. There are still options for the current fire station and a future fire station. MW, acting as our liaison was able to get a copy of the plans and learn more about the project. There was committee discussion about the current fire station septic system and what could be done in the future, particularly when the building is repurposed. There was also some discussion about the water flows.

MW asked who is responsible for writing a contract for this type of work. JW explained that *in an emergency for a septic system* the BOH has oversite of the project. Barring an emergency, the TCP is in control of building, property and systems projects as the agent of the BOS. Overall, this committee should be made aware of a need or wish, research solutions, hire an engineer, develop a plan, go through the BOH for permitting – adjusting the plans as they may require, create the RFP, and get the project done. The TCP works with the departments, individuals and committees who oversee or regularly use a particular building or property (i.e., Mike Slawson for the Library, Recreation Committee and PAYS for the ballfields). The BOS established the Town Properties Committee for this purpose. They have discussed this, have sought Town Council advice when necessary, and through a vote have made it so. We do the work of oversite of the properties and systems, review the contracts and invoices, and report our findings to the Town Administrator/BOS for their approval, vote and signatures. JW also reviewed the process, people, and companies used to help us in this work, particularly in reference to the fire station project. When it works as intended, it gives us time for thoughtful and frugal solutions. We fix things before they become an emergency.

1. TOWN HOUSE RAMP & POLICE STATION LANDSCAPING – The landscaping is done. JW will catch up with Michael Jardin to sort out the invoice. The areas will look great once the plants and trees become established and grow into the space. We ended up going with hydroseed. Even with the Chief Ahl’s contact the sod would have been several thousand dollars more.

1. OTHER ACTIVE PROJECTS   
   A. Town House Roof #1 – JW met with the architects yesterday. The antenna on the cupula is not   
    in use and will be removed. A HVAC system had been previously installed on the roof. That   
    area will be redone to make sure there are no holes or damage remaining. The copper on the   
    cupula and the copper flashing will be restored. We will use PVC where appropriate on the   
    cupula, particularly where it will be in contact with water. There is some gutter work to do and   
    soffit replacement on the police station side. They are working on the RFP now. We should go   
    out for bid in the winter and be prepared for Town Meeting.   
     
   B. Town House Entrance/Ramp – Hoping to go to TM with a request for CPA funds. JW reviewed   
    some plans for this project (recreating a historic door, using PVC where appropriate, lighting   
    etc.). Under National Parks guidelines for buildings on the Historic Register, if you can’t repair,   
    you replace in like. A new door will need to be made but the hardware looks good and   
    reusable. Sidewalks will connect the front door to the parking lots on both sides of the   
    building. This is a good project. It restores the building, it creates a safe and usable egress, and   
    stops water from coming into the building and damaging the plastering.   
     
    We also need to review the water drainage for the front of the building – moving the water   
    coming from the downspouts away from the building, etc. Water draining off the building goes   
    into the cellar to be moved out again to the same spot. It just moves the water in a circle.   
    If the drainage is fixed, the basement should become dryer and mold-free. There was some   
    discussion about the basement exterior doors.  
     
    Additional light discussion about the insulation. This will need to be reviewed.
2. OTHER – JT moved that the minutes from 9/7/23 be approved as written. JW seconded. All aye.

NOTE: No other agenda items were addressed at this meeting.

The meeting adjourned at 7:47

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