**TOWN PROPERTIES COMMITTEE**

Minutes January 6, 2021, 6:00 PM

MEMBERS PRESENT: Nancy Butler, Colleen Thompson, John Traynor,

Jon Wilhelmsen (Chair) ABSENT: Ross MacPherson

GUESTS PRESENT: Liz Dennehy, Mark Russo

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**

1. OPENING – JW opened the meeting at 6:03 p.m. by reading the Governor’s orders of 3/12 & 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.
2. FIRE STATION – JW has had further conversation with Fire Chief Silva regarding the possible construction of a smaller bay. The Chief will get some drawings and cost estimates from a builder. JW asked LD if we have funds for this work or will we have to wait. LD suggested that we will need to wait until we know if there are other needs for the Building and Grounds funds.

Discussion: This bay will be a permanent structure attached to the station. If/when it is not needed by the Fire Department, it can be used for the COA vehicle(s) and other storage. The committee suggests that we look at multiple designs and two possible locations (library side and Town House side). In the meantime, the Fire Department will make do with the very cramped situation created by the new ambulance. This need for additional space must be addressed very soon.

1. TOWN BARN ROOF UPDATE – Waiting to execute the contract.
2. TOWN HOUSE RAMP Project – We expect BETA to come to our next meeting and regularly thereafter to help move this project along.
3. TOWN HOUSE WASTE PIPES, SEPTIC, DRAINAGE – Still waiting for a written report from the scoping company. This should include plans to maintain, fix or replace the system.
4. FLAGPOLE – The company that will likely be hired to refurbish the Town Green flagpole has been asked to review the Rte. 106 flagpole as well. The committee suggests including Town Meeting Warrant Article for $5,000. as a place holder for these projects. We will look for grants or seek donations. If we get those monies, we can withdraw or reduce the warrant at TM.
5. DENNETT SCHOOL SOLAR AND POWER OPTIONS – The solar company will be in touch with Mr. Veneto to review the areas of the roof and building to be used for this project. JW will attend this meeting.
6. OVERALL REVIEW OF TOWN PROPERTIES – presented by LD, with input by JW and others. This list includes some projects discussed above. It is not prioritized and may not be complete.
7. Town House roof
8. Town House plumbing issues
9. Town Campus Plan – waiting for BETA to supply septic info., need to continue discussion on proposed plans.
10. Flagpoles
11. Fire Station
12. Cistern on the Town Green does not hold water and needs replacement.
13. Library Lighting – The lighting consultant has come up with a low-cost recommendation for a LED refit of the existing lights. The lighting fixtures and system in the library will still need a planned upgrading, but this is a good short-term solution to the current problem. Library Director Debbie Batson said that she can do this with current library funds and will move forward with the refit.

1. CONSULTING SERVICES FUND – Discussion: The reasoning behind this request is that using a consultant before asking for project funds at TM ultimately saves the Town money. It means that we have a good understanding of the scope and finances for the project. Delayed maintenance makes the repair or replacement more expensive. A consultant allows us to understand the problem, create a solution and be prepared to create a good bid packet. The amount needs to be reasonable, but sufficient to be useful, and must have accountability. There are at least three projects coming up soon that would benefit from this fund. Based on recent experience, each project may require approximately $5,000 in consulting services. That would mean that $15k is probably a good amount to have available. Should this be done as a Warrant Article or a budget line? (Sidebar – we still need a representative of FinCom to participate in our meetings. JW will continue to pursue this.) This committee suggests to the BOS and FinCom that a WA would be a good way to go. The money would be available and only need to be replenished when used.
2. MINUTES: NB moved that the minutes for December 16, 2020 be approved as written. JT seconded. Roll Call Vote: NB aye, JT aye, JW aye, CT aye,
3. NEXT MEETING: Wednesday1/20/21, 6:00. We hope to have BETA attend.
4. ADJOURNMENT: 6:45 PM (NB moved; JT seconded)