

TOWN PROPERTIES COMMITTEE

(Previously known as the Town Center Campus Committee)

Minutes for February 26, 2020, 6:15 PM

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The meeting was opened at 6:16 p.m.

MEMBERS PRESENT: Nancy Butler, Ross MacPherson, Colleen Thompson, John Traynor, Jon Wilhelmsen
Members Absent: none

GUESTS PRESENT: Selectman Mark Russo

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

ACTION ITEMS: **In bold print**

DISCUSSION:

1. Building Lift – Fire Chief Silva found an architect for the project. This architect, Rescom Architectural, Inc, bid \$14,500. Discussion:
 - a. The Committee feels that this bid is high at 15% of the project budget. JT said that **Liz Dennehy (LD) will pursue additional bids**. Though time is limited, it is important to do our due diligence to get the best architect at the best price.
 - b. There was some discussion about roofing the lift and landing. This is something we want included in the architect plans, but the actual roof may not be part of the initial project completion. The roof will need to be tied in with the existing structure and it makes sense to do this work when the rest of the building roof is redone.
 - c. There is still some question about the scope of the grant and what can be included. It seems likely that everything required to make the second floor accessible will be included. **JW will follow-up with LD to confirm this.**
 - d. The motion was made by RM and seconded by NB to pursue at least one more architect bid and then have the BOS select the one they want to move the project forward.
Passed unanimously.
2. Annual Report – CT prepared the Committee Annual Report for 2019. NB moved that the report be accepted as written, RM seconded, passed unanimously. **CT send report to Bri.**
3. Storage Building – Fire Chief Silva is looking for additional bids on this project. The first one came in at \$375k. Discussion:
 - a. JT relayed his discussion with LD regarding this and other projects. She said that there are many articles on this year's Warrant. The general feeling is that the Committee should prioritize the proposed and expected Town projects. We will not have a list of projects to prioritize until we develop the required Master Plan for the Town. The Town has a \$93K grant to develop this Master Plan. MR also supported creating a Master Plan before the Committee begins to prioritize projects. Projects need to be prioritized by need and expense balanced by keeping the Town's debt as level as possible. That said, it is the job of the Finance Committee, rather than this Committee, to deal with the financing. JT said that the capital projects need to be plugged in to the Collins Group Financial Forecaster.

- b. This raises the question of whether this is the time to move forward on the storage building. RM wondered about the new ambulance that is going to be on the Warrant. Does the Fire Department need the storage space now, because of the increased size of the new ambulance?
- c. Harking back to the Master Plan, the Committee acknowledged that there are other known needs – center campus design, elderly/affordable housing, Town House building and system deficiencies, etc.
- d. **BOTTOM LINE** – We need to work on the Master Plan and use the \$93K grant within its time parameters. Additionally, we do not have enough information or time to move the storage building project forward to this year's Town Meeting. **JW will talk with Chief Silva about this.**

4. Other Discussion

- a. NB asked about the sewer issues in the Town House. The As Built plans need to be found/reviewed and perhaps the system needs to be mapped. The results of the discussion is that this will be part of the work that needs to be done for the center campus design and the Town House building repairs.
- b. NB also mentioned the Town Time Capsule which is buried near the flagpole. JW said that this will also be included in the "Big Picture" of this Committee's work. With the Master Plan work, we will be mapping out the Town buildings and properties, doing inventories of Town owned systems and equipment and keeping good records.
- c. FinCom will need to be invited to a meeting to discuss finances.
- d. JT talked about finding two new members for the Committee. This will be discussed at next BOS meeting and **JW will use social media to alert residents of this need.**

5. Reiterated Committee Priorities for the first half of 2020:

- a. Use the \$95K grant to complete the Lift Project.
- b. Use the \$93K grant to complete the Master Plan.
- c. Determine the needs of the Town House building and systems and prioritize them.
- d. Using available resources, focus on determining which projects will be helped by grants. These resources include Representative Kathy LaNatra and her staff, as well as LD and the Town's grant writing person.

6. Plans for the next meeting:

- a. **JT will meet with Town Accountant Barbara Gomez to get an idea of the Town's debt structure.**
- b. Begin work on finding the consultant for the Master Plan. **JW will talk with LD to see if it would be possible to have some consultant applicants come to our next meeting.**

MINUTES: The minutes from the 2/05/20 meeting were approved as written. NB moved, RM seconded, passed unanimously. Approved minutes will be sent to the Town Clerk.

NEXT MEETING: Wednesday, March 18, 2020, 6:15 PM.

ADJOURNMENT: 7:05 PM, NB moved, RM second