

## CAPITAL FACILITIES PLANNING & BUDGETING COMMITTEE

### Meeting Minutes

Thursday, June 27, 2013, Tracy Hall - Multipurpose Room

**Members Present:** Ed Childs, Neil Fulton, Tom Gray, John Lawe, Evan Pierce, Barry Rotman

**Absent:** Tom Sterling, Richard Stucker

**Others:** Doug Robinson, Linda Cook, Keith Moran, Chris Huston

Tom Gray, Chair, called the meeting to order at 7:42 am.

1. Informal briefing on status of Town pool. Fulton said representatives of the state agencies involved in permitting the pool dam are continuing to deliberate on whether it is possible to approve the dam without setting a precedent that would require approving replacement of other dams that may be destroyed in the future. He said Norwich has attempted to distinguish the dam on the three criteria established by the Vermont Supreme Court in a previous ruling on the issue.

2. Review of Agenda, Public Comments. These items were omitted, as there were no members of the public present and the meeting began late.

3. Briefing from Bread Loaf Corp. Representatives on Process for Developing Recommendations on Town Facilities Improvements. Fulton introduced Chris Huston of Bread Loaf Corp. to discuss the process. He said that Huston has met with the Department Heads (Chiefs Robinson and Leinoff and Director Hodgdon) to begin developing information about their programmatic needs.

Huston said he has been with Bread Loaf for 10 years and manages their architectural department. Bread Loaf is an integrated company—while he is an architect, he has immediate access to other company personnel who can provide expert input, including a cost estimator, a mechanical services person, and a construction project manager who can look at logistics and constructability of projects.

Huston presented a preliminary task schedule that started at the end of May and includes tasks through the end of this year, with the aim, if possible, of completing work in time to allow a bond vote in March 2014. He emphasized that the schedule is flexible and a work in progress.

Some points from his presentation:

- He has met with Department Heads to review their program needs with the aim of understanding the areas and square footage associated with each.
- There “should be no extraneous space whatsoever in each of” the resulting buildings.
- The process will include preparation and use of a program summary in the form of a matrix, which lists all of the potential spaces that one might anticipate, then an analysis of the actual need for each. The purpose of this document is to provide a record of the rationale for each decision throughout the process.

- The analysis is “not just about footprint,” but which spaces need to be adjacent to each other for most efficient operation, particularly with the Fire and Police Departments, and also which can be shared.

- Bread Loaf’s approach is “extremely objective”—not necessarily based on what Department Heads think, but also taking into account industry standards and the firm’s experience in designing numerous municipal buildings of various types.

- Currently, he anticipates two meetings with the Capital Facilities Committee and two with the Selectboard. The initial schedule called for two public forums, but may wind up with three.

Pierce asked how the three locations to be analyzed had been derived. Huston said they had been provided by the Town Manager. He added that the comparative analysis for the sites will look at a lengthy list of characteristics including topography, area, zoning restrictions, vehicular circulation, public visibility, response time, etc.

Rotman asked whether the analysis would take into consideration which homes are physically located at various distances from the sites. Huston said yes, that insurance impacts on households would be part of the analysis.

Huston said that in the second part of the work (Phase 4—Phase 3 is identifying program needs and space requirements, while Phase 4 is recommending a specific proposal and budget), Bread Loaf will look at design options on each of the three sites and develop early cost estimates for each.

Rotman asked whether the analysis would consider what the potential (lost) tax revenue might be from the site selected. Huston said yes, as well as the purchase price, possible rental income from a portion of the site, etc.

Lawe asked about evaluation of Public Works. Huston said he has met twice with Director Hodgdon to discuss needs and space requirements. The site evaluation process will be the same, but only cover the existing Public Works site.

Huston said that after the three options for Police and Fire have been developed and ranked, further detail will be developed on the one that seems most promising. That detailed analysis will be the basis for the bond vote, and it will be very important that information provided to the public on the costs is accurate.

Lawe noted that Tracy Hall is “pretty stuffed,” and that the Town might need additional office space somewhere. Fulton said that was not within the scope of what Bread Loaf has been retained for.

Gray asked how the three sites had been arrived at. Fulton said that one site is the existing police and Fire Department location and the other two are sites whose owners have approached the Town.

4. Future Meetings. The schedule for future meetings remains open at present.

5. Adjourn. The meeting adjourned at 8:45 am.

Approved by the Committee September 19, 2013.

Tom Gray,  
Chair