

**Capital Facilities Planning and Budgeting Committee
Draft Meeting Minutes
June 4, 2014**

Members Present: Ed Childs, Josh Durst, Tom Gray, Richard Stucker, Dan Goulet, Neil Fulton, Evan Pierce, Harry Roberts, Tom Gray, Barry Rotman
Members Absent: Ernie Ciccotelli, John Lawe
Others: Nancy Kramer, Henry Scheier, Andy Hodgdon, Doug Robinson

Review and approval of agenda

Approved.

Public comments

None.

Approval of April 10 minutes

Approved.

Review current status of facilities work

Fulton reported that the Selectboard has asked that five more alternatives be developed. Those include options for phasing construction. One option at Firehouse Lane would provide a two-story police and fire structure and replace the existing apparatus bays with new ones.

Bread Loaf has developed those options and will be presenting them at the Public Forum this evening. The cost spreadsheet contains the information previously prepared along with estimates for the new options.

Pierce said that generally, when construction is being done, if it is done all at once, there are cost savings. He also noted that the costs are very similar for the options and asked whether current or future costs are being used. Fulton said current costs were used, without any escalation.

Sterling asked how accurate the estimates are. Fulton said they are order-of-magnitude estimates, and that as the options are narrowed, more accurate estimates will be developed.

Goulet said he is concerned about including a significant rental offset (in the estimate for the ABC Dairy site, for Grassroot Soccer. He said heavy equipment will be needed for construction there and it's likely the tenants will be unhappy. Fulton said the spreadsheet includes only construction costs and that rental would be considered later when there is more certainty about options. Goulet said he didn't even want it considered. Fulton said Grassroot has indicated interest in remaining, and that he has looked at the percentage of time the Town would be likely to be able to rent the space in

the future. He said the Selectboard could direct him to ignore rental income, but he thinks that the cost estimates should be based on the real world.

Sterling asked what the projected rental income is. Fulton said that it is calculated in a manner similar to rental projections for an apartment building, based on the likely percentage of time it will be occupied.

Stucker asked about the contingency factors that are built into Bread Loaf's estimate. He said the real question is, how good would they be a few years from now. Fulton said the order-of-magnitude estimates should contain enough margin that when further specific designs are developed, the costs won't exceed the estimates. He said Bread Loaf's record is pretty good—they have architectural and mechanical expertise, but also have experience as construction managers.

Roberts asked whether the Police Department standalone option is directly translatable to building on the existing site. Fulton said it should be.

Fulton said the possibility of spacing the three buildings out has been raised, and for that, it would be necessary to make some estimate of the likely change in construction costs.

Durst asked about the previous process. Fulton said it is a four-phase process. In Phases 1 and 2, a consulting firm looked at the existing facilities and problems with codes and functional deficiencies. Mink Brook Management performed those phases. Phase 3 was to look at the departments' program needs and the space required. Phase 4 moved on to alternative analysis, beginning with development of order-of-magnitude cost estimates and then refining as options narrow.

Durst asked whether the process included reviewing the existing facilities and how to make them work. Fulton said yes. Durst said he had sent a letter to the Selectboard some time ago, mostly about Public Works concerns. He said he had heard that the Town purchased grass cutting equipment in order to give employees something to do in the summer, that he doesn't think the Town should be competing with private enterprise for services like grass mowing, and that if the departments' needs were reviewed, it might be possible to make do with smaller buildings. Fulton said that Phase 3 (consideration of the program needs) was not based on the existing facilities. He added that the buildings and grounds person maintains outside grounds and that an agreement signed by the Town and VTrans (the Vermont Department of Transportation) calls for the Town to be responsible for maintaining the rights of way of Route 10A, Route 5, and Main Street. VTrans had told the Town that its eligibility for future grant money would be dependent on its fulfilling that agreement.

Pierce asked how many options should be selected for further consideration. Fulton said one for Public Works, one for Firehouse Lane, and possibly one at some other site.

Stucker said he is convinced that the needs assessment process has been thorough and modest. He said no one has detected any request that is wishful, hopeful, or a Cadillac.

Durst asked whether a third party has reviewed the needs assessment. Fulton said the program needs adopted by the Selectboard included input from Bread Loaf, which has extensive experience. He said he has reviewed the needs analysis and thinks the Town is underbuilding and in the future, people are going to wonder why. He said he would not build a Police Station without a sally port, but the Selectboard is comfortable with it and that is what's important. Fulton also said he has done an extensive review of the Public Works fleet.

Sterling asked about the difference between Options 4B and 5. Fulton said that with 4B, the existing fire apparatus floor is used. He added that since the fire station was built, equipment has changed—the trucks have more capabilities, but they're also larger.

Goulet asked whether there was ever an estimate prepared for bringing the existing fire station up to code. Fulton said Mink Brook did some estimates, but the numbers were not consistent, and he has asked Bread Loaf for estimates.

Roberts asked about the possibility of using the Car Store site. Fulton said the site is valued at \$1.2 million, which makes it hard to see how the cost would be competitive. Roberts said he understood that the Car Store site does not have Town water. Fulton said that is correct, and that the cost of extending Town water to the site would be approximately \$135 per foot for 1,500 feet, although some of that might be recouped from other customers tying into the extended line. Durst asked whether there is information available on the flow rate that King Arthur Flour got from its well. Fulton said it has wells that serve domestic needs, and a diesel pump and reservoir for fire protection needs. Durst said he had had to build a fire pond for a residence, and that the cost was \$30,000. Fulton said the Selectboard has asked what the cost of providing water would be if one of the structures were built where there is no public water. Stucker said he sees three reasons why the Car Store site is less attractive: 1) acquisition cost, 2) cost of additional infrastructure, and 3) the site isn't that large in terms of usable acreage.

Sterling commented that the estimate for a standalone police station is just ball park. It has a large women's room, and it might be possible to do something else with that area—other options just have a restroom. Durst said the Bread Loaf drawing also has a small "bump-out" for the chief's office, and that every bump-out (beyond a straight building boundary line) adds \$20,000 or \$30,000 to the cost. Sterling said the Police Department has more space in Options 5 and 1 than in the standalone option. Fulton said that is because the two-story building requires stairs and elevators, which take up additional space.

Discussion of Public Forum

Sterling asked whether the information to be presented at the Public Forum would be the same as in April. Fulton said the same slides would be used, but that Chris Huston (the Bread Loaf representative) intends to go through them at a speed appropriate to the audience, depending on how many attendees were at the previous Forum. Pierce said it might be helpful to have some backstory about the process to date. Stucker said

he thought it would be good to include information about what the Committee is hoping to achieve, and what the next steps might be.

Update on Selectboard discussion

Goulet provided input from the Selectboard:

- He is concerned about where the Committee is going and what it is doing.
- He thinks it should identify and prioritize expected needs.
- He is concerned about how not of the identified needs were taken care of, and violations of code were not addressed. It seems the Committee has been negligent.
- He would like to see the Committee meet when other committees meet—most people work from 8 a.m. to 5 p.m.
- The Committee consensus he perceives is that the fire station will be thrown away, and before maintenance issues have been addressed, the Committee is moving on to new buildings.

Fulton said during his time as Town Manager (since 2011), a number of improvements have been made in the Fire Station.

Childs said the Committee is not the Selectboard and does not have power/budget to order and fund improvements to the facilities.

Sterling said the Committee is charged with preventing things from being built one by one, and he would prefer to see the Committee finish its charge. Pierce said the Committee has been looking at all the infrastructure and trying to come up with a long-term vision. Stucker said the original intent was all-inclusive, but Committee members felt the need to focus on the three departments being discussed. Fulton said that the “Norcap committee” looked at capital facilities in 2006, and that he would be providing a report to the Selectboard on fixed facilities. He said the Town is in good shape except for the 3 major facilities under discussion.

Sterling said it would be nice to have an overview, and that the proposed repaving of Main Street was a surprise to him. Fulton said the Town does \$350,000 worth of repaving every year, and that the Selectboard had increase funding for repaving in keeping with the MARCON report of some years ago, which recommended increased repaving to avoid the greater cost of repairing deteriorating roads.

Stucker said he doesn't feel it's the Committee's job to get into the minutiae of daily maintenance. Pierce said the Committee needs to look at long-term needs. Sterling said the Committee was talking about repairs. Stucker asked whether Sterling disagrees that the structures are inadequate. Sterling said no, but that he is not prepared to vote for a \$7 million bond issue. Stucker said no one is yet. Pierce said the Committee has not yet said \$7 million, but that a lot of people are going around blaming Fulton for that expense. Roberts said the fact is that there is nothing in the materials that talks about upgrading the current buildings instead of spending \$2 million to \$7 million. Sterling said the Committee needs to go back and look at options.

Future meetings

Goulet said that other committee meetings are at 6:30. Other members observed that there is a need to not conflict with other committees and commissions. Kramer said the Town has a policy of not bumping groups that have a regular meeting time reserved in Town facilities. Gray said he would attempt to identify alternative times for future meetings.

Adjournment

There being no further business, the Committee adjourned.