

Facilities Implementation & Strategic Planning Committee Meeting
April 29, 2015

Members present:	John Hadley, Chairman	Kevin M. McCormick
	Christopher A. Rucho	Siobhan M. Bohnson
	Ray Bricault	James Dugan
	Carol McGuiggan	
Members absent:	John DiPietro	
	Marcia Cairns	

Mr. Hadley convened the meeting at 7:00 p.m.

Read and Acceptance of Minutes from Previous Meeting

Motion Ms. Bohnson to approve the regular session meeting minutes from March 25, 2015, seconded by Mr. McCormick, all in favor.

Update – Police Station Design

Mr. Gaumond reports that at the last meeting of the Board of Selectmen the Board voted not to move forward with a warrant article to fund the architectural drawings using Stabilization Fund monies. That request is now in the folder for the next town meeting. Mr. Hadley feels we need to better inform people about the drawings and find a different funding source. Mr. Rucho feels we need answers to questions, which we didn't have yet. Mr. Dugan reports that he is 98% ready with his power point presentation. He will put it on a thumb drive and send it to Mr. Gaumond. It will be included on the next FISP meeting agenda and it is all about the current facility and the needs right now. It is not about the new building. Mr. McCormick thinks we need to work on a better funding source. Mr. Bricault feels the only other option for a fall meeting would be Free Cash.

Mr. Gaumond reports that the last few years we had \$500,000 in Free Cash, and we use \$200,000 towards the operating budget. The drawings are \$170,000 and with architectural services throughout the process, we will use \$200,000 as a ballpark figure. He noted that we could also put everything into the debt exclusion. Mr. McCormick likes that approach. Mr. Hadley recommends reviewing the power point presentation and then start the road show. The next meeting will focus on starting the salesmanship for both the Council on Aging and Police Department. Mr. Hadley suggested showing the conceptual photos under Article 1. Mr. Gaumond recommends the committee get the information to the Town Clerk. Mr. McCormick suggested getting photos of the Council on Aging. Mr. Gaumond has a draft FISP report in the back of the room for the committee to review. Ms. McGuiggan does have a power point presentation and some photos, which she will send to the Town Clerk. The Council on Aging presentation will be current facility and proposed facility.

Discussion – Senior Center

1. Status of P&S. Two items to talk about. The first is the inspection of the building. The building will tentatively be inspected on May 11th by Inspection Services of Central Mass, the same company who inspected town hall. We will have to get back to him. The cost is \$950, the same thing we paid for town hall.

Motion Mr. McCormick to move forward with the inspection, seconded by Mr. Rucho, all in favor.

Discussion ensued relative to funding of the inspection. We have two options, the first being a budget fix at town meeting, transferring \$950 into the Town Administrator's or Board of Selectmen's line item, or we could request a Finance Committee Reserve Fund transfer. It was agreed to include a

Reserve Fund Transfer request on the agenda for the May 6th Board of Selectmen's meeting.

The Purchase & Sales Agreement is contingent upon the inspection. We did get push back on the audio visual equipment that is there. They estimate the used value of the items at \$13,000 to \$14,000. Mr. Gaumond spoke with the Chairman and he would insist that the equipment be included in the purchased price. The people from Bethlehem Baptist Church said make us an offer. Ms. Bohnson also believes it is part of the building. Mr. Hadley feels the equipment is not worth anything near what they think and they would do damage to the building if they removed it. We will tell them it is part of the building and we will not give them anything. Mr. Gaumond will provide the committee with a copy of their email on the subject. Mr. Bricault feels a lot of the equipment is seriously outdated.

Motion Mr. McCormick to tell them it is part of the building contents and they are not to remove the items, seconded by Ms. Bohnson, all in favor.

If the inspection goes well, and the Purchased and Sales Agreement is executed, we will be ready to go. Shirin Everett, Town Counsel is waiting for feedback on the Purchase and Sales Agreement from the town. Mr. Gaumond recommends holding off on the Special Town Meeting until the roadshow is completed. Mr. Hadley would like to get a couple of shows scheduled. It was agreed to schedule those dates at the next FISP meeting. Ms. McGuiggan advised that the Council on Aging is meeting at 4:00 on May 12th in town hall to make a presentation and they invited FISP to attend. Mr. Hadley suggested attending the May 12th meeting as a dry run for the presentation and at the next FISP meeting schedule the remainder of the dates. The next FISP meeting is May 27th.

Mr. McCormick suggested June 10th at Hillside Village. Mr. Hadley suggested a meeting at Bethlehem Baptist Church. Ms. Bohnson recommends waiting until May 12th to see where we stand. Mr. Hadley would also like to do a television show. Once we get the dates set, we will advertise in The Banner and on the town's website. The Board suggested a meeting on June 9th at town hall at 6:30 and we could announce it at town meeting. After that the committee will decide where to go next. Ms. McGuiggan will talk with Hillside Village and Angell Brook.

With regard to marketing, Mr. Bricault asked is it a Senior Center and room for other people, or is it a joint Senior Center/Community Center. He added that if we are trying to get broad-based support to address the younger audience it needs to be part of the plan. Ms. Bohnson suggested reaching out to Jen Breen and that can be part of the presentation. Mr. Rucho feels the Committee already agreed to a Senior Center/Community Center and everything should have that title. Ms. Bohnson would also like to include everything in the presentation, not just a senior center. Mr. Hadley will speak with Jen Breen. Mr. Bricault feels if we are going that route we need to decide who will be using the building and get them on board. Mr. McCormick suggested recreation and scouting troops.

Discussion ensued relative to who would be in charge of booking rooms for groups to use. Mr. Dugan noted that Lisa Vicklund Clark, Council on Aging Director questioned who would be responsible for that. Mr. Bricault noted that if he were an indoctrinated person and we said that the Council on Aging will use 5,000 square feet, he would have a lot of questions on who will use all the space in the building. Mr. Rucho will make calls to area towns who have community centers to see how they run. He suggested providing groups, such as Little League a space for meetings and file cabinets as there are many rooms upstairs for groups to use. Mr. Bricault feels all those points need to be in the presentation. Ms. McGuiggan reports that they have 20 slides to their presentation. She will ask Jen Breen if she would like to add to those slides.

Mr. Gaumond noted that the agenda contains a brief strategy memo on how to sell this. He also advised that this is the last meeting for Ms. McGuiggan as the COA designee to FISP. Ms. McGuiggan advised that she spoke with Janice Ash of the COA and as of yesterday no one has stepped forward. Mr. Hadley thanked Ms. McGuiggan for her assistance on the committee. He also thanked Mr. Gaumond as this is his last FISP meeting. Ms. McGuiggan would like any suggestions on the

power point presentation sent to the Council on Aging Director. Mr. Gaumond encourages specific comments under Article 1 for the FISP report. It will be amended to Senior Center/Community Center. Ms. Bohnson would like a list of the groups who use town hall. Mr. Bricault asked if there are any departments who are seriously under spaced. Mr. Gaumond does not believe so.

Motion Ms. Bohnson at 7:40 p.m. to adjourn, seconded by Mr. Rucho, all in favor.

Respectfully submitted,

Approved: May 27, 2015

Nancy E. Lucier, Municipal Assistant