

Public Facilities Master Plan Steering Committee

Tuesday, August 27, 2013

Town Hall / Selectman's chambers - 7:00 p.m.

Minutes:

The meeting was called to order at 7:10 p.m. and the following members were present: Karen Pritchard, Chair; Richard Hebert, School Committee; Maryellen Gaziano, Library; Richard Mitchell, Council on Aging; Bill Limbacher, Planning; Kevin Kelly, Facilities; Ann Burbine, EDC

1.) Review of meeting minutes:

- Voted and approved

Welcome to Anne Burbine,

2.) Report on Department interviews:

- Ann Burbine interviewed Jim Debarros at Water Department
- Ann interviewed Harbormaster - Mark Patterson.
- Notes from Interview, filed with Committee Chair.
- Concern with use of Harbor Masters area for Heritage days and toilet facilities.
- Three Departments remain to be interviewed.. Widows Walk. Planning, and SPD.
- Do remaining two now and wait for the new chief to do SPD.

3. Review of submitted "Community Questions" and next steps:

- Received a healthy submission of questions" (Sheet Attached).
- Some were about themes.
- Some were seeking knowledge of buildings and departments.
- In many cases thoughts / questions were repeated.
- Compiled information received and created a "Building Profile Template" (sheet attached)

- Discussion of what to do next, send questions to TA, get TA input, Have Facilities Director begin or supply information for Building Profile template.
- Discussion of OPM and what they do for what buildings.
- OPM (Daedalus) has been selected for both projects.
- Middle school OPM selection goes to MSBA on Sept 9.
- May need all this information before March.
- Difficult to meet dates and timelines of MSBA guidelines; as they do not meet frequently.
- Has the committee (with Joe Norton) to discuss financial needs, been established?
- Couple of meetings ago, TA was asked for a draft timeline? Can we get that information?
- Persons asking if the PFMC has blessed plans for a new COA.
- Just as we are struggling as to what we are doing; the public is not sure what we are doing?
- Now that we have compiled information; is there a role for the committee? Do we keep meeting? Do we stop meetings for six months?
- Anne Burbine at meeting today with MAPC; they are doing a study to combine fire departments in neighboring communities?
- Can other municipal departments be shared? Schools, DPW's?, Libraries, Senior Centers.
- Add that question to the list of Questions to the TA?
- It is our job to find out what the questions are (to be asked).....not necessarily answer the question.
- Some of the things we cannot resolve; until the MSBA make their recommendation.
- Can we meet with the selectman to get answers to their questions?
- We should meet individually but they are not unanimous in their own thinking?
- If we post a separate meeting we can meet with the Selectmen.
- Need more thought for design for buildings like the Senior Center Need the Selectman to be on board. Seniors are the largest growing community.
- We need to package all this stuff appropriately.
- What happens if the Library gets approved?
- Need to hire an independent 3rd party to recommend a plan.
- Maybe do a survey. Get the feedback now?
- A survey timeline is difficult.
- SHCB survey took a year?
- Library got great response and it took a couple of months for their survey?

- A Meeting (information session) was held at HS Gym on a Saturday a few years ago, to help develop a master plan by doing presentations of each group for the Master plan.
- We need know what is happening with the schools, in order to understand what our parameters are?
- Is there a smaller / different list of possibilities? It can be complex?
- A) Renovate gates, B). New Complex at Town Hall, C). Ellis Estate, D). Cushing if we go grades 5-8. Are the four obvious (top) choices.
- Does MSBA give multiple choices?
- If they recommend renovating Gates. What is next?
- Chair will meet with TA to ask all the above and discuss next steps?
- Ultimate question to the TA is what do you want the committee to do now?
- Does the department director (s), approve of new (proposed) plans? Do they “bye-in”, to new plans for individual departments?

4.) Administrative Items:

Tentative meeting for Sept 10. Chair will confirm after discussion with TA

Vote, second and approve to Adjourn 8:35p

KMK 8/27/13