

**Facilities Advisory Committee**  
**May 22, 2024**  
**5:30 pm**  
**Wheelwright Room – Town Office Building**

**Minutes**

**Attendees:**

**Board Members**

Mark Leighton- Chair

Don Briselden

Robert Corson

David Sharples – Town Planner

Dan Chartrand- Selectboard Rep

**Call to Order**

1. Review/Approval of past meeting minutes- No minutes from previous meeting were available at this time. It was noted that there were some outstanding notes needed to be completed.
2. Raynes Farm Update
3. Police and Fire Station Epping Road Update
  - 5 proposals for OPM (owners Project Manager) - Interview all and selected CHA Boston Office, solutions OPM- \$374,000. It was noted that there was significant interest and that the proposals were comparable excepting a couple that were significantly higher.
  - Joe Sullivan Project Executive- experience with public safety.
  - Authorized contract and contract executed.
  - It was noted that this was a fixed fee with an agreed upon scope of work.
  - Quotes for Geotechnical services have been received and will be reviewed.
  - Site Clearing proposals have been solicited and Dave Sharples has verified property boundaries and verified by the property survey. It was noted that site clearing would most likely be completed by the June meeting.
  - CHA the OPM (owners Project Manager) has prepared an RFP for design services. It was noted that the design services included site planning, Architecture, Mech, Elect, Plumb and Fire Protection. There was a question regarding what if any specialty services were included beyond those noted. It was confirmed that these were the base services that encompassed some specialty services such as energy modeling and some baseline commissioning. The committee was asked if they would like to review the RFP and it was noted that it was being prepared to send out on 5/24/24, two days later. The board did not note that they did not need to review the document. The committee asked if the project still had a goal of Net Zero and Dave Sharples commented that this was still a goal, but that they were not soliciting any specific certifications. Mark Leighton Noted that it was valuable having Dave on the ground managing the efforts and it was evident in the progress.

- The next steps for CHA is the development of an RFP for CM services (Construction Manager). The committee commented that it was important to align the selection of the CM to the design services as much as possible as the effectiveness of having the CM participate in the design process. There was a general discussion about time lines and it was noted that the design phase could be consolidated combining schematic design and design development.
4. Parks & Recreation-
    - The process is moving forward and intending to structure the project as a design build approach. Dave Sharples noted that they are looking at getting some assistance from CHA to prepare an RFP for Design Build Services and use the schematic design drawings previously developed as the basis of design. There were paper plans available at the meeting and the FAC requested a digital copy of the SD set.
  5. Town CIP
    - Dave Sharples noted that the process was being reviewed and the they were looking to stream line it. It was noted that they were looking at an all departments meeting as an initial review so that each department understood the ask from other departments.
    - There was a general discussion about the expectations about managing the Facilities maintenance and capital budget. The committee noted that this would make sense to be a Public works as lead for management of projects. In regards to capital projects these items need to be further prioritized. It was asked if the FAC would like to be involved in the process. The committee commented that they would like to assist in sorting through the list and make recommendations for the 2025 budget. Don Briselden initiated a conversation about a consistent funding source to ensure that projects are moving through the process. Dan Chartrand asked if the FAC could assist in developing a tool to inform the CIP.
      - Next Agenda- look at process for use of the FCA going forward. How does this dovetail with the CIP process. Have DPW attend.
  6. 2024 Goal setting
    - Assist in Developing a long term capital plan
      - Priorities on Deferred maintenance
    - Work with BRC process to become more integrated
    - Increase membership- It was noted the committee had achieved this goal by recruiting Don.
    - Coordinated meeting with energy and sustainability- look at a all boards meeting to cross coordinate. There was a general discussion about this process and it was noted that a regular schedule for all boards meeting should be developed.
    - Assist in initiating a Space needs assessment- cross coordination with the operational assessment.
  7. New business-
    - a. solar array has started- Dave Sharples noted that Time frame to complete- August-September – electrical will take another year. Unutil interconnection cost \$385,000.

ADJOURNED