

Facilities Master Plan Committee  
September 8, 2016 at 6:00 p.m.  
Town Offices – Meal Site

Members Present: Robert Barker, Kim Boas, Carol Conz, Nick Dines, Fred Goodhue, Charlene Nardi, Eric Weber

Members Absent: Jim Ayres, Mitch Cichy

Others: Dillon Sussman (facilitator, Pioneer Valley Planning Commission (PVPC)), Caitlin Marquis (Healthy Hampshire, Collaborative for Educational Services (CES)), Bill Sayre (Board of Selectmen (BOS))

Reviewed the minutes of August 11 and moved (FG, RB) to unanimously approve as written (two last names were corrected for spelling).

Reviewed the draft notes from the September 1, 2016 tour of the buildings. Moved (FG, CC) to accept the notes with the additions of a few more reoccurring thoughts / themes that were noted as the group toured the building. Approved with a majority, Kim Boas abstained.

**Survey:** Caitlin Marquis, Collaborative for Educational Service (CES), presented the revised survey. It was moved (FG) and seconded (CN) to accept the survey for the purposes of discussion. Members noted that they liked the changes and the simplicity of the matrixes. Members reviewed the questions. Fred Goodhue called the question for a vote (CN- 2<sup>nd</sup>). Survey was unanimously approved with thanks to Caitlin for her work.

**Business Letter for donations:** Caitlin presented a draft letter to be sent to businesses to request donations to encourage participation in the survey. The letter is drafted to come from the Committee. Moved (CN, EW) to unanimously approve the letter with the removal of the word 'sincerely'.

**Recap of bldg. tour:**

- Town hall has space needs, storage, windows, bldg. Is functional.
- Police Dept.: non-functional, critical.
- Fire Dept. same as police
- James: viable?, should not be demolished, sentiment to preserve.

Rationale for presentation to town has cultural, historical, sociological and political components. Essentially these become political options. Are there other solutions to the ones arrived at in studies?

**Tasks:** Safety Complex: 1<sup>st</sup> priority. Is the current design the best? 2<sup>nd</sup> priority is the James Bldg. and lot. It is probably possible to reduce the size of the safety complex/James designs.

James lot is planned terminus of Greenway. The James Bldg and lot provide flexibility to the Town for various mixed uses, such as senior center and Town Offices and town functions.

**Discussion:** There are costs to the envelope of buildings and how do you leverage the building afterwards? Comments in response:

- James Bldg – should use it, it offers flexibility for the town, use it for fire department (as well as police)
- Town Office Bldg – for COA / Senior center
- Use the James building for Town Offices and build the Public Safety Complex on the same lot
- Can town afford both buildings? What is the answer to this?
- Agree repurposing offers more flexibility – more town offices (?)
- Sell those that we don't need (fire station 1 and police/fire station 2 buildings? – did this include any others?)
- This needs to be a step by step process over time – sequence of events
- Current buildings don't suit or fit the needs
- Political issues and cultural issues (how departments operate or function as a group). Question was how most other police and fire departments setup – comment was generally separate. Noted value in having them together.
- Questions of what will be the need or makeup of departments of the future? Is regionalization something we will move towards for departments?

Cost of upgrading the envelope of Town Offices is about 1.4 million, cost of upgrading the James is 1.6 million.

What is the debt service of the town now? What are available funding sources for doing any of these options?

**Idea:** Put in James building the police, fire and leave the 3<sup>rd</sup> floor to be determined, build a garage with or without a connector. Town Offices could be the COA/Community center. Issues are separating administrative offices from equipment – cultural issues with this, but does address the issue of reducing the cost. Other comments to reduce cost: don't finish all the rooms or the kitchens, stick with critical functions and keeping larger spaces for later renovations. From a greenway perspective – the vision was to have a town commons at the James site. Another comment was that James building offers opportunity to consolidate all municipal functions.

Dillon outlined four options

**Option 1: 8 to 9 Million** (James – 6 mil, TO – 2 - 3 mil.)

James	Public Safety Complex	Town Offices
Public	Don't build	Renovate
Fire		
Police		

**Option 2: 9.5 to 10 Million** (J – 6 mil, PSC – 3.5-4 mil.)

James	Public Safety Complex	Town Offices
Public	Build complex	Sell
Town Depts./ COA		
Town Dept.s/ COA		

**Option 3: 5.5 to 7 Million** (PSC – 3.5-4 mil., TO 2-3 mil.)

James	Public Safety Complex	Town Offices
Sell	Build complex	Renovate

**Option 4: 11.4 to 13 million** (J- 6 mil., PSC – 3.5-4 mil., TO – 2 to 3mil.)

James	Public Safety Complex	Town Offices
Unknown / TBD	Build Complex	Make COA / Community Center
Town Depts.		
Town Depts.		

## Comments:

- Community center should be in the Williamsburg center, close to the school so that kids could walk to it.
- Important to leave something in Haydenville
- There are hidden costs with some of these scenarios
  - Opening buildings to public groups have administrative costs & time for renting – stress on existing staff – costs of hiring others to manage

## Thoughts:

- It is important to phase it in
- Cost becomes less a factor if it is phased in appropriately
- Important to replace fire / police
- Need proactive plan
- Don't have to do it all right away
- When communicating to community word choice is important – never us & them, important to have a dialog
- Inadequacy of buildings / inefficient
- Layout a plan: Fit in to debt service over the course
- Is it really necessary to build (the PSC) in this location (James site)

Meeting adjourned at 7:04 p.m.