

Planning and Construction Committee

- Regular Meeting

Tuesday, October 16, 2018 4:30 pm

Room 204, Town Hall, 14 Court Square

Present: Jean Wall, John Andrews, Nancy Hazzard, Susan Hollins, Joe Ruggeri

Also Present: Lane Kelly, Lindsay Rowe, Carole Collins, William Martin, Mark Smith

Call to Order: 4:35 p.m.

1. Proposed/In Planning Projects

Public Safety Complex/Fire Station Committee

Mayor is looking for 7 person committee that could be used for site selection. They would have town staff available for advice, and a little money for some professional analysis. It would make sense to have members of the Planning and Construction Committee on the Committee. What about the committee for the other plan? And could the other committee join with Planning and Construction for a building committee? The Public Safety Committee has been working on it.

Who's the expert for feasibility? Sites discussed are Riddell, Shattuck Park, the Downtown Economy Parking Lot. How about Rugg Lumber? Deerfield Street? Need a group to take ideas and filter these out. If it's not Town Owned land, then an RFP must be issued. This is one of the concerns about finding spaces.

Motion by Susan Hollins: for the Planning and Construction Committee to offer to the Mayor to fill the need for a public body to look at site selection feasibility for the Fire

Station Project, working with the Mayor and Chief Strahan. Second, Joe Rugerri -
PASSED UNANIMOUSLY

The Committee wants to help the Mayor move the fire station project forward.

This Committee has been trying to find its role and how it can best help the town.

What about wording? Does building committee suggest something it's not.

o Library Grant Award – timing and status

Library OPM award to P3 and first reading on November agenda and vote expected in December. P3 just did the Senior Center and did 4 Corners. They specialize in Senior Centers, Schools, and Libraries. Eastham on the Cape had lots of problems and they were able to work through it. Dan Pallotta of P3 has already jumped in.

The Town Council vote will have a dollar figure that they will have to commit to. They vote the full amount and then there is a reduction based on the grant award and other municipal funds.

Library Trustees are meeting on Friday to request the Mayor place it on the Council Agenda for a first reading for November. At this point, there is a lot in play. If the Councilor's vote this down, there may be less desire for moving the Fire Station.

Concern that the vote will be contingent upon the economics of the debt. The key thing to know about this is that if Debt is kept to 10%, then the operating budget is able to handle this without an override or debt exclusion. A debt exclusion was voted for the high school. This will not put the Town in an override. This keeps the the tax rate from increasing more than an average expectation. The key to not having your taxes going up more than they are predicted.

This graph only goes until 2030, why would you do this? A snapshot beyond 2030 is so hard to show, as it's impossible to know.

The Mayor was trying to have this Public Safety project be a lease and not impact this debt picture. However, this now shows a two phase project, in order to keep the debt within limits.

If the Library doesn't happen, you still need a fire station. This would free up some debt for a full Public Safety Complex.

Is non-exempt debt the same as bonding? No, there's exempt and non-exempt debt. Authorization doesn't create the debt. The bonded debt is already included in the operating budget. Exempt debt means you can go over prop 2.5%.

So, when thinking about this, the town is like a family, so 10% each year goes to debt (like a mortgage or car payment) and the rest of the budget is for milk and eggs.

Suggestion - put "Community Center" and then "Fire/Dispatch" and "Police" for labels.

You don't bond until the project is mostly completed. Similar to a construction loan, you do short term borrowing.

Bond in one year, the payment isn't until the following year. Can you do a short glossary "exempt debt" "non exempt debt" "bonding" "?" -

Can you add labels to the end of the graph room.

Key points -

1. the light green shows the existing debt decreasing for the next 12 years.
2. The payments with the proposed project payment stays within 10% of the total budget
3. New borrowing is done once the project is substantially complete and payment is in the fiscal year following the borrowing.

Some people will say "why not drop the debt to 4%?" my taxes would go down!

\$ per person per year. - what's the amount saved? You can't do good planning if you decide to put 10 roofs on in one year and it works better if you spread it out.

Need to have the audience have graphs, so they can follow along.

Need to say that they're following the best practices of municipal finance. There is a town policy for 8%-10%. The projects don't level out at 8%. The other piece is that you don't have to bond if you have reserves and cash saved up to buy it outright. In the last few years Council has been against savings, and therefore we don't have the reserves. Can't have it both ways.

o Anaerobic Digester - \$1,000,000 in State's Economic Development Bond

- Feasibility Study projected for the end of November. The costs are skyrocketing and this will help decrease expenses.

o 34 Riddell - \$2,500,000 in State's Economic Development Bond

- Possible site for Public Safety Complex

o First National Bank - \$3,500,000 in the State's Capital Facilities Bond

- GRA is managing this.

2. Ongoing Construction Updates

o Parking Garage Construction Progress

- IT and Central maintenance saved over \$50,000 by doing install of the security system and wires themselves.
- Project is still set to open at the end of the month. Will be free until the end of December, in order to allow time for people to try it out.

o Town Hall

? Energy Upgrades Installation Update -

- System was turned on yesterday. And they're waiting on the commissioning. The Contractor has been done. The Town's Electricians did all the wiring. They're waiting on a final punch list and the system should be done within a week.

- The Lighting in 9 buildings will be converted to LEDs and will have a 50% savings.

? Roof Replacement Update

- The roof leak is going on. There are brick pointing and roof maintenance that has to be done.

School roof project - According to Alan the roof was fixed and is not leaking. Did these repairs fix the roofs or do they still need replacement? George should have this information and Alan at the Schools.

o John Zon Community Center

There is a small list of things that have been lingering, but they're being taken care of. There are tweaks to lighting software, security, and sign. There is a replacement sign being worked on.

3. Annual Report to the Mayor from the Committee

Motion by Joe Ruggeri: Table to another month. Seconded by Jean Wall. Passed Unanimously.

4. SGIC Ordinance

The Sustainable Greenfield Implementation Committee is looking at its ordinance. There is no need to talk about this at this point.

5. Long-term Debt and Capital Improvement

Discussed during library conversation. No additional concerns/questions.

6. Ongoing Conversation about the Purpose and Goals of the Committee

Several meetings ago, we were going to find out what committees have input into the Capital Planning Process, so that the committee could determine what happens in other communities. The P&C tracks projects that keeps accountability and broad oversight. This committee advises the Chair who sits on Capital Improvements.

In the past, the Departments submit mid-November and then the Committee in November will review the Capital Requests. Capital Budget goes to Council 1st week of January.

1. Oversight and Tracking Function
2. Advisory for Capital Improvements Committee
3. Liaison with Mayor, Town Council, Department Heads
4. Reviews borrowing Requests
5. Other tasks as assigned

Next regular meeting will be Capital Improvements review.

For the Fire Station Project, the group needs to look at the properties around town and see what date/times are ok to meet. Pick a Thursday/Friday morning to try to meet and review available properties. The sooner we can meet, the better.

Adjourn: 6:15 pm (Joe/Susan)

Next Regular Meeting: November 20, 2018