



Town Council Work Session

December 6, 2023 at 6:00 PM

Town Council Chambers

MINUTES

1. Pledge of Allegiance

Chair Conley convened the work session meeting at 6:00 PM. Councilor White led the Pledge of Allegiance.

2. Roll Call

Present: Council Chair Katanna Conley, Councilor Scott Blackstone, Councilor Joe LaMattina, Councilor Colin White, Councilor Sonke Dornblut, Councilor Justin Glazebrook.

Excused: Council Vice chair Brian Ward

Staff Present: Town Manager Stephen Fournier, Town Engineer Lyndsay Butler, Fire Chief Rick Malasky, Police Chief Greg Jordan and Wendy Chase, Recording Secretary.

3. Town Facilities Study Presentation by Placework

a. Town Facilities Study Final Report - Placework Facilities Study

Josh Kast from Placework gave a PowerPoint presentation on the facilities study Placework conducted. The focus was on the Town Hall, the Police Department and the old water plant on Packers Falls Road.

They looked at projected space needs, and they came up with recommendations. They developed budgets to go along with the recommendations.

Placework worked with a team of consultants: Emanuel Engineering - Civil Structural Consultant; CLS Consulting Engineering Services - Building Systems (MEP/FP) Consultant; JS Consulting Engineers - Code Consultant and Jobin Construction Consultants - Cost Estimating.

Recommendations made as a result of the study included: renovating & expanding the existing Police Station and developing the Beech Street town-owned building for a Senior Center, renovating and expanding the existing Town Hall, and utilize the old water treatment plant building for redevelopment.

The scope of the assessment did not include the Recreation Department and Library because those two facilities need specialized studies.

Police Department Findings: there is a current and projected space deficiency of

approximately 4,600 square feet; there are code/life safety issues, and planning and security do not meet modern police design/operational standards.

Police recommendations: Remove the Senior Center and create 29 parking spaces. Add 5,000 square feet to the existing Police Department building. Renovate the top half of the existing building and leave the bottom half as it is.

Proposed improvements to the Beech Street Extension building would include new landscaped areas, new entry and added hardscape areas, and renovations to the 2,000 square feet existing building.

Town Hall Findings: General organizational and wayfinding issues; space efficiency could be improved; complex ownership (Church and SAU have a stake); expansion potential at the rear of the building. The space need is less of a driver than the Police Department's needs. The condition of the building is generally good, but there are a few deficiencies and life safety issues that have to be addressed. The town owns the land the town hall sits on, and the bottom rear parking lot. The Church owns the rest of the land and parking areas.

Town Manager Fournier explained that most of the business conducted at town hall is through the Town Clerk's office. The proposed expansion to the rear of the building would be for the town clerk's office. Residents would access her office through the back of the building. The parking will be reconfigured so not to eliminate parking spaces. He further explained that the added space to the town hall will be most beneficial in the future. There is currently no room for new hires. The Town Engineer is currently in the Public Works Department building because there is no office space at town hall.

Budget: The Police Department, which includes the Senior Center relocation/renovation is estimated to be \$10 million. The Town Hall is estimated to be \$9 million. The specialized Library and Recreation studies are estimated to be \$100,000- \$150,000 each.

It was asked whether other options were looked into, such as buying land and building new facilities. Mr. Kast said other options were not explored.

Chief Jordan commented that he is happy with the current location of the Police Department. The building is centrally located and it is easy for people to get to them.

Town Manager Fournier explained that it was up to the Council on how to proceed. They could appoint a building subcommittee made up of Councilors, other board representatives, and members of the public to review and come up with a plan on how we want to finance the project. For example, go for a \$20 million bond or spread it out and do one building then the other.

There was a consensus of the Councilors to continue to have more Council Work Sessions regarding town facilities.

4. Adjournment

Chair Conley Adjourned the meeting at 7:18 without objection.

Respectfully submitted,

Wendy V. Chase
Recording Secretary