

DATE: NOVEMBER 6, 2017
TO: BOARD OF SELECTMEN
FROM: NAN BALMER, TOWN ADMINISTRATOR
RE: REQUESTS FROM COUNCIL ON AGING

REQUESTED ACTION

DETERMINE ANY NEXT STEPS ON COUNCIL ON AGING COMMUNITY CENTER PROJECT

BACKGROUND:

The Board received a request from Bill Sterling on behalf of the Council on Aging as follows:

1. Board of Selectmen was asked to re-convene COA – CC Committee to complete COA – CC cost estimation. (Requires 6-8 weeks to produce warrant article by mid-January article due date)
2. Board of Selectmen is asked to recommend support to the Finance Committee for funding for \$375,000 (or as adjusted for updated number) for FY 19 and maintain the \$5,000,000 for construction in 2020 in the 5 year capital plan.
3. Board of Selectmen is asked to authorize a contract with Kang Associates to confirm COA and Recreation space needs to prepare for warrant article and include in bid documents.

Bill Sterling will attend your meeting.

STAFF RECOMMENDATION:

1. The Board of Selectmen considers when and whether to:
 - Re-convene the COA / CC Advisory Committee,
 - Consider whether the membership for a re-convened COA – CC Advisory Committee can go forward if the former members are willing to serve. (There will be at least one at-large vacancy)
 - Adopt an updated COA / CC Advisory Committee charge (The existing charge was fulfilled by the COA / CC):
 - Mr. Sterling has provided the attached updated COA – CC Charge
2. The Facilities Director and Procurement Officer will prepare a contract (pending procurement requirement review) with to: 1) assist COA / CC in recommending any changes to the 2016 space study and 2) prepare a Conceptual Design based on an updated space study.
3. The re-convened COA / CC will make a recommendation to the Board of Selectmen for an Annual Town Meeting article to request design funds. This may require a recommendation to request a debt or capital exclusion.

UPDATE:
COUNCIL ON AGING/COMMUNITY CENTER
ADVISORY COMMITTEE
DRAFT 11-2-17

Mission: Commitment to provide improved quality, functional and dedicated space for our CoA offices and activity rooms, and through coordinated scheduling by the CoA, to serve as additional meeting/function space for Recreation Department programs and community events for the public in general.

The Council on Aging/Community Center (CoA/CC) Advisory Committee was formed to meet these goals.

The Board of Selectmen (BoS) first established the CoA/CC in November 2014. The charge has been updated and revised following the completion of each stage of the project using feedback from Town Meeting.

The first Phase of the charge to the committee was to provide a recommendation to the BoS about acquiring the municipal parcel, the need for a CoA/CC and to bring/prepare the Articles for 2015 ATM. The second Phase, evaluation of the need for a second structure, was completed.

ATM 2015 Article 25 Acquire Municipal Parcel Failed; vote 148-80
[required 2/3 quantum of vote to pass]

ATM 2015 Article 26 Fund Due Diligence and Feasibility Design Passed; vote 268-140

The second charge in May 2015 requested that the committee continue its work. The Committee's work included: conducting a review of site conditions including environmental site assessments, identifying permitting needs, confirming program requirements, and creating conceptual and schematic designs for a facility on the proposed municipal pad at Town Center.

Based on its work, the Committee recommended an Article to the BoS for STM November 2015 vote to acquire the municipal parcel.

STM Nov 2015 Article 3 Acquire Municipal Parcel Passed; vote 395-163

The Committee continued its work to complete the request of ATM 2015 Article 26 to continue program development and to prepare for an ATM 2016 funding request for design, construction and bidding documents.

ATM 2016 Article 21 Appropriate Funds Thru Bidding Failed; vote 165-115
[required 2/3 quantum of vote to pass]

Upon completing the additional due diligence environmental work required by 2015 ATM, the Board of Selectmen shall complete its work to obtain control of the municipal parcel (approximately 4 acres). This is anticipated to occur by mid-November 2017.

Concurrently, items remain to be completed from the May 2015 charge and the CoA/CC Committee should continue its advisory work to the Board of Selectmen including but not limited to the following:

- Project phasing: consider only the first phase of the project, consisting of renovations and Code compliance upgrades to the existing building with only minor additions such as enclosed vestibules (approximately 10,250 SF)
- Kang Associates to update the last report: compile updated program, outline specifications, engineering system narratives and identify approximate cost of construction
- Conservation: continue to work with the Conservation Commission to understand the environmental requirements/limitations on the proposed 4 acre municipal parcel; initiating re-flagging the river and wetlands boundaries
- Website management: make the CoA/CC documents on the town web site more easily accessible through better organization and labeling
- Make recommendation to BoS on timing and content of 2018 Annual Town Meeting Article
- Prepare project for transition to PMBC; recommendation on hiring an OPM

Expenditure of Town Meeting approved funds to be approved by the BoS after recommendation, review and approval by the Committee.

All environmental contracts and work will be managed through the Public Buildings Director.

The Committee is to be comprised of seven (7) voting members appointed by and serving at the pleasure of the Board of Selectmen, one each from the Council on Aging and the Recreation Commission (member or designee), and five residents of the Town. Some of the appointments will be based on professional, volunteer or vocational expertise with preference given to citizens possessing experience in any one of the following areas: conservation requirements, environmental regulations, community centers, building/construction, project management, construction law, building design and construction. Appointments should reflect various town demographics. The Town Administrator, Council on Aging Director, Recreation Director, and Public Buildings Director will serve as ex-officio non-voting members of the Committee.

After fulfillment of this charge, the Committee will provide a final report to the BoS, which summarizes the Committee's work and outcomes, after which the Committee will be disbanded, or its charge will be revised.