

# COMMUNITY CENTER BUILDING COMMITTEE

## Meeting Minutes

Meeting June 1, 2022

### I. Welcome and Introductions

Jonathan Dwyer read the protocol and did the roll call.

#### **Present: Board Representatives**

Jonathan Dwyer, Dilla Tingley

#### **At Large Members:**

Tim Christenfeld, Krystal Wood, Sarah Chester

#### **Ex-Officio Members:**

Tim Higgins, Abigail Butt, Brandon Kelly

#### **Liaisons:**

Peter Von Mertens, Roy Harvey, Andrew Glass, Sara Chester, Bob Dominitz for Lynn Delisi, and Indrani Kharabanda

Dilla Tingley offered to take notes.

### II. Review Committee Charge

Jonathan Dwyer reviewed the Committee Charge. (see attached)

Dilla Tingley questioned that the repaving of Ballfield Road, a cost-overrun of the School Building Project, was added to our project. It will only be that portion from Lincoln Road to Hartwell.

Related to Task 4) Peter Von Mertens suggested that visits to new Community Centers in surrounding Towns could start now. We could learn from other communities and get a conversation started. Tim and Jonathan supported this suggestion. Peter also suggested that to highlight the importance of the project we might have an informal dinner for the committee.

### III. Summary of Previous Studies. (see attached)

Jonathan reviewed the Power Point from the State of the Town in November. We should anticipate further cost escalation by 2025. The Finance Committee will assess our borrowing capacity and Capital Planning has identified other capital needs. He also pointed out that the renovation of the pods (\$4.5- 6m) is included in our project and that this expense would have to be incurred even without a Community Center Project.

### IV. Summary of Next Steps. (see attached)

Jonathan reviewed. There was a discussion of the Open Meeting Law. A quorum may not deliberate outside of meetings. Town Counsel has advised caution and that "deliberation" should be interpreted broadly. He suggested no conversations between committee members even if less than a quorum. This is for legal and practical reasons and could be a morale issue if people feel excluded.

### V. Budget for Professional Services

Tim Higgins emphasized the importance of the OPM, in addition to architects. He stressed that our current responsibilities are a "light lift", that the design part is fun and that we should not get ahead of ourselves in the process. This should happen at the end of 2022 and beginning

of 2023. People have approached him in support of using Mary Ann Thompson again and he reminded us that there will be a bidding procedure and she will be competing with other interested architects.

Tim Christenfeld said that for the School Building Committee an order of magnitude for this professional support was around \$750k.

Buck Creel has offered to provide guidance through the RFP process.

Sara Chester suggested that a different architect might lead us down an entirely different route. Tim said that the pragmatist in him says, use the plans we have as the starting point. The site provides significant restraints and the options we have identified are really viable. He suggested that Abby Butt and Jessica Downing need to identify how needs for the COAHS and PRD have changed. The plans we present need to be schematic designs developed to the extent required to ensure reliable cost estimating. In the fall we should have a formal budget request and a presentation of plans. It is important to keep Fin Comm and Cap Planning informed.

#### **VI. Determine Meeting Schedule and Format**

Meetings probably should be hybrid at minimum. It is much easier for professional staff to join the meetings from home. Tim Higgins assumes that the state will redefine the rules before they expire on July 15. If we do have in person meetings, if the PRD offices are too small for our large committee, we could use the Hartwell multipurpose room.

Tim suggested one meeting before summer and one in July and one in Aug.

Staff will work over the summer to identify program space needs.

Next Meeting - June 22 at 7pm. We hope to constrain meetings to 1 and 1/2 hours.

#### **VII. Select Committee Chair and Co-Chair**

Sarah Chester volunteered to serve as Co-Chair

Dilla Tingle moved and Tim Christenfeld seconded the motion to appoint Sara Chester as co-chair of the CCBC. The roll call vote was unanimous.

Ellen Meyer Shorb was an excellent Chair for the CCPDC. The committee hopes she would be willing to serve as Chair again. Tim Christenfeld moved and Krystal Wood seconded the motion that Ellen Meyer Shorb be appointed as Chair of the CCBC if she is willing to serve.

The vote was unanimous.

**Meeting adjourned at 8:12.**

**Submitted by Dilla Tingley**