

N.S. PUBLIC FACILITIES ADVISORY TASK FORCE (PFATF) MINUTES

THURSDAY JUNE 27, 2013, 6:00 PM

Primrose Fire Station

The meeting was called to order at 6:00 pm by Acting Chair John Flaherty.

ROLL CALL: Present were Mike Clifford, John Flaherty, Marc Gagnon, Scott Gibbs, Jeff Harris, Sean Rousseau, Michael Johnson and Brian Vanhouwe

NEW BUSINESS:

Organization and election of officers

Mr. Flaherty said he recommended that election of officers be put off until the next meeting because several people were unable to attend this first kick-off meeting. He offered to chair this first meeting in the absence of a permanent chair.

Strategy and timetable for completing tasks

Mr. Flaherty reviewed the Town Council Resolution creating the N.S. PFATF, its purpose and its charge of reviewing, analyzing and recommending 1.) highest and best use of town-owned properties, including some that are owned by private nonprofit corporations (e.g. library, fire stations, etc.) that serve a public function and that receive substantial public resources to operate, 2.) a capital improvement

strategy and related time-table, and 3.) a responsible method for funding suggested improvements.

It was discussed that this task force is expected to present findings, recommendations and at least two options for the future use of existing facilities (and perhaps new ones) before a public hearing of the Town Council by January 2014. The purpose of this schedule is to allow the Town Council ample time to select a preferred option (if any) and to seek General Assembly permission between January-May, 2014 in order to place a bond referendum on the November 2014 ballot seeking voter authorization to borrow funds to implement a preferred option.

Handout materials provided by Town Planner Ericson and Mr. Flaherty were distributed and discussed. These included forms used by another community to conduct facility assessments, a list of 16 properties being reviewed, a spreadsheet outlining basic building data such as square footage, assessed value, year built, lot size, building tenants, etc.

It was discussed that the PFATF may request authorization from the Town Council to engage professional services when deemed appropriate and/or necessary to assist the group in evaluating options.

It was discussed that historic deed restrictions on some buildings

(Kendall-Dean, Little Red School House) will need to be researched for possible relief from such restrictions so that the Town can legally use them for highest and best use. Mr. Flaherty reported that the Town Solicitor is already reviewing.

Mr. Gibbs suggested that this group may want to use an electronic platform called Basecamp to chronicle progress and keep track of tasks, assignments and serve as a repository of documents being shared. He explained that this has proven to be a useful tool in other work he's involved in and that in order to avoid a violation of the Open Meetings Act, we would need to refrain from using it for decision making or for responding as a group to member suggestions. It is primarily to be used as a clearinghouse of documents, reminders of tasks assigned at a previous meeting, progress in completing assignments, etc.

Task Force members that have or can acquire existing information about facility conditions, reports, analyses or other information that may have been prepared regarding capital improvements, cost estimates, etc. were encouraged to bring such information to the next meeting for discussion. Mr. Gagnon of the Parks & Recreation Commission indicated he may be able to obtain information of plans that were developed in the early 2000's for an expansion of Pacheco Park.

NEXT MEETING:

Thursday, July 25, 2013 (6:00 PM) at Primrose Fire Station

Motion was made (Mr. Vanhouwe) and seconded (Mr. Gibbs) to adjourn the meeting at 7:00 PM.

Minutes respectfully submitted,

John Flaherty