

Selectmen's Meeting
April 19, 2006

A special meeting of the Board of Selectmen was held on Wednesday, April 19, 2006, at 9:30 a.m. in the Selectmen's Meeting Room. Chairman Krieger, Mr. Kelley, Mr. Pagett, Mr. Cohen, Mr. Manz; Mr. Valente, Town Manager were present.

Also Present: Janet Slemenda, HKT Architects; Jeff Alberti, Gannett Fleming Architects; Bill Kennedy, Permanent Building Committee (PBC); and Bill Hadley, DPW Director.

Discussion of New DPW Facility

Mr. Hadley reviewed with the Board the recommendations of the Senior Management Team regarding offices and operations to be located at the new DPW facility. Below is a copy of the recommendations.

DPW Facility Co-Location Preliminary Recommendations
Senior Management Team
April 11, 2006

Assumed will be in new facility:

- DPW Administration
- Engineering
- Meeting room that can expand into Emergency Operations Center
- Smaller meeting rooms
- Vault and records storage
- ADA-compliant customer service area

Suggested for co-location:

- Building Maintenance
 - Advantages for Town custodial/maintenance staff to move to new building with adequate space, needed tools & materials, and workshop facilities
 - Could free up some parking at TOB
- Water billing - utility enterprise business manager
 - Improved communication with water/sewer staff – meter readers, etc.
 - Bills would continue to be paid at Town Office Building
- Voting facility for Precinct 8
 - Few other public building options – currently Fire Station location is problematic
 - Minimum area 1,000 sq. ft., roughly 30 parking spaces needed
 - Could use meeting room/emergency operations center space
- Networking closet
 - Move wide area network equipment from current location at Liberty Mutual building
 - Needs climate control, backup generator, fire protection

Potential Options Need Further Discussion:

- School Department custodial and maintenance staff
 - Selectmen and School Committee need to discuss issues of potential space sharing and organizational consolidation
 - Could shared space work with diverse reporting relationships?
- Police mechanic
 - Potential economies of scale and increased vehicle repair efficiency vs. loss of “ownership” – would quality and confidence suffer? (24x7 availability required)
 - Would gain backup when mechanic is out, but lose flexibility of work assignment in other Police areas, e.g. dispatch
 - Wouldn't add a bay to the facility design, would need only a secure inside location for backup cruiser
 - Police Station garage currently serves as secure sally port for prisoners – accreditation requirement
- Satellite recycling drop-off facility
 - Issues of traffic and visual impact
 - Location more convenient than Hartwell Ave. for some residents

Not Recommended for Co-Location at New Facility:

- Transportation Office
 - TOB close to Depot Square
 - Customer convenience
- Cemetery Department clerk
 - Would be negative for customer service (bereaved families)
 - Cemetery foreman provides backup
- Community Development
 - TOB location is easier for customers who need to ask questions – near Planning, Assessor
 - Increased traffic (especially early morning during inspectors' office hours) would negatively affect neighborhood
 - Electronic permitting and GIS will make it easier to coordinate without face-to-face communication
 - Consider shifting Town vehicles back – convenience, lost time issue
- Planning Department
 - No need to move (GIS considerations?)
 - Planning Board meetings are in TOB
- Temporary kennel to replace Animal Shelter
 - No synergies
- Bulk storage for other departments
 - Not convenient location
 - Additional cost

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- Public Restrooms
 - Security issue on weekends
 - Cleaning and supplies cost
- Electronic customer service area, possibly with ATM
 - “Nice to have” but added design, construction & maintenance costs
 - Technology is getting smaller, more portable
- LexMedia studio
 - No synergies

Mr. Pagett suggested that meeting room space be organized so that public meetings could be held at the new DPW facility in the evening without the office area being open to the public.

Mr. Kelley asked that the Historical Commission be consulted to determine whether the old trolley barn portion of the existing facility has any historic value.

The Board expressed its interest in co-locating the School and Town building maintenance operations at the new DPW facility. Mr. Kelley, Mr. Manz and the Town Manager will discuss this matter with School Department officials. They will also discuss whether school vehicles can be maintained at the new facility.

The Board expressed its interest in co-locating police department vehicle maintenance at the new DPW facility and requested that a programmatic analysis of this option be evaluated.

The Board agreed that the Water Billing function and a PBC office should be relocated to the new DPW facility.

The Board expressed interest in the new facility having public restrooms that could be accessed by Minuteman Bikeway users when the building is open.

The Board agreed that the following functions should not be located at the new DPW facility:

- Transportation office, to remain at the Town Office building;
- Cemetery office, to remain at Westview Cemetery;
- Community Development and Planning, to remain at the Town Office Building.

Discussion of Proposition 2 ½ Override Questions

The Board discussed the format and structure of potential Override Questions. Ms. Krieger proposed that there be two municipal questions. One question for approximately \$325,000 would be for the maintenance of buildings, properties and equipment on the at-risk list, to be combined with the School maintenance question. The other question would be for all other items on the municipal at-risk list.

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Mr. Kelley suggested that there be four questions, two school questions and two municipal questions. Under this scenario, two questions would provide for the funding of existing school and town services on the at-risk list and two questions would provide for funding of restored and additional school and town services on the at-risk list.

It was agreed that Ms. Krieger would work with the School Committee to draft two school questions, a third joint school/town maintenance and equipment question, and one or two municipal service questions.

Ms. Krieger agreed to speak with Town Meeting Member Ben Cohen regarding his proposed amendment to Article 22.

Upon motion duly made and seconded, it was voted to adjourn at 12:10 p.m.

A true record; Attest:

Carl F. Valente
Town Manager