

DPW Facility Committee Meeting Minutes
January 24, 2017
Longmeadow High School Room A12

Committee Members Present: Chris Cove, Doug Jangraw, Arlene Miller, Mary Beth Morris, Ryan Shanks, David Appleman

Absent: David Horowitz, Mary Pat O'Connor and Peter Greenberg

Other Attendees: Mike Richard and JP Parnas (Weston & Sampson); Mario Mazza (DPW Director); Stephen Crane (Town Manager); Richard Foster (Select Board); Rebecca Townsend (Town Moderator)

Public Visitors: Doug Sarnelli

Public Comment:

1. Mario Mazza reported that the DPW's salt shed has been condemned.

Old Business

1. **Approve Minutes:** A motion was made (Miller/Jangraw) to accept the December 13, 2016 minutes. The motion passed unanimously.

New Business

1. **Pre-Town Meeting Deliberative Forum:** Rebecca Townsend is planning to host a forum for up to 100 residents on April 26th in the Business Technology Center of LHS, prior to the annual Town Meeting on May 9th. This type of forum is recommended for complicated projects such as the new DPW facility. It allows citizens to develop a deeper understanding of the issues and options. She distributed a draft eventbrite invitation that will be emailed out asking folks to register (we can move location if attendance is expected to exceed 100).

Ms. Townsend described the process. Participants gather in small groups of 12 to facilitate conversation. After an introduction by Ms. Townsend, Chris Cove would provide an overview of the DPW Facility project. The small groups would then be led by facilitators (possibly some of the 16 counters from the last Town Meeting) in a discussion of the pros and cons of our options: 1) do nothing or 2) build a new facility at Grande Meadows site.

Discussion ensued throughout. Some key items for the committee to prepare:

- Pros and cons of the “no action” option (example: pro is no expenditure; con is structural failures/catastrophic events)
- Key reasons as to why Pondsides is not an option
- Timeline of DPW Facility project with dates, decisions, sites considered and costs
- Project costs, including impact on tax rate to average homeowner
- Response to concerns that it's too expensive by presenting comparable facility costs

- Mention that we have already reduced size of facility to extent possible and that indoor storage can significantly extend life of vehicles
- Communicate all that DPW does
- Explanation of the warrant to be presented at town meeting and reminder of what committee has already looked at

The majority of the committee members felt that the April 26th date doesn't leave us much time prior to the May 9th Town Meeting to react to what we learn. We decided to change forum date to April 11th. Committee members should plan to attend and disperse among the groups. Ms. Townsend will revise invitation and suggest that attendees review the committee's report prior to the forum.

Ryan Shanks suggested we offer coffee and donuts to residents weekly at current DPW facility until Town Meeting.

2. **Updated Drawings and Concepts:** Weston & Sampson advanced concepts discussed at the last meeting based on input from Stephen Crane and Mario Mazza. A concept site plan, building plan, admin/staff layout alternates and some draft renderings were distributed and discussed extensively. Some key points mentioned:

- A geotechnical analysis of the slope/gully on the north side of the property was completed to determine where to safely locate the building.
- The entry/egress of vehicles on site will be one-way. The overall paved area was reduced and a stormwater detention area will be reused.
- The Facilities Division and Carpentry Shop, currently in basement of Glenbrook Middle School, will be housed at the new DPW facility. Other departments (such as Police) can use the wash bay and perform vehicle maintenance.
- Net zero energy upgrades will be considered by the independent cost estimator.

Mr. Cove suggested that our existing DPW fleet be added to the site plan to better demonstrate the needed facility size. Mr. Mazza mentioned that we do not plan for any growth of the fleet and Mr. Crane added that we've done some seasonal leases of plows to reduce the fleet while still meeting needs of town.

The project will be ready for public bidding next winter.

3. **Project Cost Estimate:** Weston & Sampson presented a database of costs for similar DPW facilities, which indicates future construction costs on the order of \$313/square foot in 2017, \$328/sf in 2018. The budget for construction and equipment for the new Longmeadow DPW facility is now approximately \$14.8M but it's still being fine-tuned. This includes demolition on the Grande Meadow and Pondside sites, but no acquisition and other soft costs (engineering, owner's project manager, contingency, etc). By the end of February, we will have an independent cost estimate and appraisal of the Grande Meadows property for the Select Board to use in crafting the warrant article.

4. **Social Media:** Ryan Shanks, Mary Pat O'Connor and Stephen Crane met in late December to discuss how we might use social media to educate residents about the DPW project. Mr. Shanks has already reserved the appropriate pages. The committee needs to develop FAQs and short list of 10 or so key talking points/compelling arguments for the project. Some ideas for content include talking about what the DPW does; interviewing DPW staff; getting resident comments regarding the site selection. The committee will be prepared to launch the campaign in early March, once we have a more refined cost estimate. Weston & Sampson will meet with Mr. Shanks prior to our next meeting to review social media content they have used for similar projects. The DPW Facility Committee should also plan to meet with the Finance Committee, School Committee, Adult Center Committee, and possibly others to enlist support.
5. **Permanent Town Building Committee:** The Select Board has created a new committee to review all Town building projects, with a role similar to the current DPW Facility and Adult Center Committees. Ideally, the committee will include architects, engineers and others knowledgeable of building construction. The DPW Facility Committee will likely continue as is, at least until after the election. Applications are due February 1st.

6. **Date and Time for Next Meeting**

The next meeting is scheduled for Thursday, February 9th at 7PM at LHS (location to be confirmed).

A motion was made (Miller/Appleman) to adjourn at 9:20PM. The motion passed unanimously.