

Meeting Notes – September 8, 2016
Fairbanks Community Center Study Task Force
Pines Room – Fairbanks Community Center

Members Present: Pat Brown (chair), Richard Tinsely, Jim Marotta, Jack Ryan, John Beeler, Sam Merra, Chris Morely, Lisa Kouchakdjian (note: Lisa had to leave during the meeting, but returned later.)

Nonvoting Members Present: Debra Galloway, Kayla McNamara, Jim Kelly

Members Not Present: Bryan Semple, Mike Ensley

Also Present: Susan Berry

1. The meeting was called to order at 6:05 pm.
2. Pat Brown opened the meeting by having members introduce themselves. She noted that Jack Ryan, Jim Kelly, and Debra Galloway were veteran committee Task Force members who could provide insight into the work already accomplished, but that all of the other task force members were new within the past few weeks or so.
3. Pat Brown led a discussion regarding the Task Force's timeline, proposing the goal of an October 2017 warrant article requesting design funds only. Discussion then proceeded as to what the article ought to request – design funds? or design and development funds?
4. Option four, the proposal presented to the community by the Task Force during the April, 2016, Fairbank Forum, was cited by several as the preferred option at this time.
5. Deb Galloway, Senior Center Director, described projected needs arising from the growing senior population in Sudbury as well as currently unmet needs at the senior center
6. Kayla McNamara, Park and Recreation Department Director, cited unmet needs of the Park & Rec department in the current design options. She felt there was no demand for a fitness center. She specially cited Lifetime Fitness as a new facility in Framingham which was attracting Sudbury residents as well as staff employees.
7. Pat Brown cited that the underlying financials, particularly those concerning operating costs and revenues need to be reexamined.
8. Jim Marotta expressed his opinion that committee members are not qualified to develop a feasibility analysis of a proposed community center such as that being proposed and referred to feasibility studies found on the web as a reference as to how other communities have proceeded when developing such a facility.
9. Pat Brown stated that some type of survey of the public should be completed and that the Town Manager feels strongly that such a survey should be undertaken as well.
10. Jack Ryan stated that additional monies are needed to further develop an actual design, rather than the conceptual drawings provided to date. He opined that a \$1,000,000 to create a detailed design should be requested in a warrant article. He went on to state that "schematic" drawings may be sufficient, which are about 50% of the design cost, and that "design development" drawings are about 75% of the design cost. He also stated that the final design would be about 10% of the total development budget.
11. Jim Kelly, Combined Facilities Director, stated that the 60,000 SF "option 3" as described in the March 2015 Feasibility Study by BH+A was developed to meet the space needs of the building users. These needs were described to BH+A in interviews with staff during the development of this concept.
12. Jack Ryan made a motion to develop a more complete financial feasibility analysis of option #3 as shown on page 97 of the March 2015 Fairbank Community Center Feasibility Study. The motion received a second by John Beeler, which was followed by discussion which indicated that Ballard King would develop such an analysis. The analysis will focus on income and expense projections. It will be very similar to the analysis Ballard King has already provided for "option 4", but will include only those elements shown as part of "option 3". The motion passed 6 – 1, Jim Marotta voted against.

13. Jim Marotta made a motion that Jim Kelly presents the scope of services to the task force at the next meeting in order for the task force to approve and fully understand the scope of services to be developed relative to the motion passed. Rich Tinsley seconded the motion followed by discussion and the motion being withdrawn.
14. Rich Tinsley made a motion that the task force seek out qualified consultants other than the one already involved in the project to develop a complete financial feasibility analysis of a community center. A scope of services for such a feasibility analysis will be presented to the task force at the next meeting. Jim Marotta agreed to develop the scope of services in conjunction with qualified individuals. The motion was seconded by Jim Marotta and passed unanimously.
15. Pat Brown led a discussion of tasks force deliverables which concluded that all Task Force members come to the next meeting with a list of the items that they “need to know” in order to move forward.
16. August 18, 2016 minutes were reviewed and approved by a unanimous vote, with those not in attendances on the August 18th meeting abstaining.
17. The discussion of future meeting dates included preferred day of week (Thursday), preferred time (6 pm is convenient for staff and some members; a later time of 7 or 7:30 accommodates commuters. Additionally, in September and October there are a series of school open houses. The next meeting of the Task Force will be in Room 1 of the Fairbanks Center on Tuesday, September 27th at 6PM.
18. 8:30 a motion to adjourn was made, seconded and passed unanimously.