

PERMANENT BUILDING COMMITTEE
Minutes – December 2, 2013

Present: Co-Chairs Michael Melnick and Elaine Jones, Craig Blake, William Braun, and Tom Joyner and John Porter. Also present: Facilities Director James Kelly; Fairbank Community Center Task Force representatives Jack Ryan and Robert Armour and Selectman Charles Woodard.

The meeting was opened at 7:30 p.m. in the Silva Conference Room, Flynn Building.

Minutes The minutes of October 24, November 7 and November 12, 2013 were approved. Upon review of the meeting records, it was found that the minutes of July 25, August 20, 22, 26, 29, September 5, 10 and 12 had been previously approved without acknowledgement; therefore, approval is hereby acknowledged.

Fairbank Community Center Complex Master Plan Project BH+A Architect Thomas Scarlata updated the group as to the status of the Master Plan progress to date:

- Inspections of building have been completed by the structural and mechanical engineers;
- All spaces have been catalogued as to their use, measured, compared to the benchmarks, and the occupant load determined;
- Meetings have been held with public safety officials (Fire, Police, DPW, and Health); work progresses on determining Title V parameters and use of the building as a shelter noting that requirements for pre-storm housing are more stringent than post-housing shelter use;
- Meetings have been held with the Fairbank Task Force, the Council on Aging (COA) Director and staff, the Council on Aging, the Park and Recreation (P&R) Director and staff, the Pool Director, Sudbury Youth Basketball and will be going to the upcoming swim meet to check the set up;
- Small group meetings will be scheduled with the assistance of Task Force member Sarah Troiano;
- The COA and P&R Directors will continue discussing shared space potentials.

Mr. Scarlata summarized programming comments collected during programming interviews with Town staff, programming questionnaires, and multiple meetings with other stake holders and Town officials. The group was informed that a general public meeting is intended for further input and Mr. Scarlata will again be working with Ms. Troiano to publicize the event when the date has been determined.

In answer to a question about the Pre-School's use of one room in the wing, Mr. Scarlata informed the group that this is sponsored by P&R and is structured as organized activities for pre-schools rather than a true pre-school.

Mr. Scarlata noted that the Ballard King business plan and marketing analysis process is commencing and will include P&R vendor interviews. This process will inform decision making as to program determinations and cost. The conceptual view will include development of ranges of what is possible and what is the cost which will start the conversation to enable the

goal of refinement to real targets and shared spaces. Mr. Scarlata noted that the conceptual ideas will most likely be developed by the end of January.

The Committee requested that BH+A include the School Administration function to the Master Plan study as an alternative scheme. This will provide a holistic approach to a determination of use of all Town buildings to enable a long-term space plan with steps along the way.

Facilities Director Jim Kelly noted that he will be preparing an article for the 2014 Annual Town Meeting (ATM) relative to repair/replacement of the remaining roof portions of the Fairbank complex and is looking to the final report to answer the question of whether or not the wing will be utilized in the future. As the deadline for submittal of the articles is earlier than the Master Plan process conclusion, the article will be generic in nature. Mr. Kelly is continuing his investigation in regard to various methods to maintain the roofs, including coatings and seaming.

Police Headquarters Design Project Mr. Melnick informed the group that Mr. Boucher had provided the code changes to The Carell Group.

Meeting Schedule Mr. Melnick will discuss with the Town Manager the holding of an informational meeting on the Police Headquarters Design as part of the Selectmen's meeting of December 17.

There being no further business, the meeting was adjourned at 10 p.m.

Respectfully submitted,

Elaine L. Jones