

PERMANENT BUILDING COMMITTEE
Minutes September 23, 2013

Present: Co-Chairs Michael Melnick and Elaine Jones, Craig Blake, William Braun, Gifford Perry and Associate Member Joseph Sziabowski. Also present: Facilities Director James Kelly; Selectmen Charles Woodard. Present for Fairbank Community Center Master Plan Project only: Fairbank Task Force members Jack Ryan and Sara Troiano; David Levington, and Richard Johnson.

The meeting was called to order at 7:30 p.m. at the Senior Center.

Fairbank Community Center Master Plan BH+A Principal and Project Manager Thomas Scarlata provided an overview of the project's investigative scope to be performed by BH+A and Ballard*King (B*K) as outlined on the BH+A meeting agenda attached hereto and incorporated herein. The primary contracts were established as follows: PBC – M. Melnick; Town – J. Kelly; COA (Council on Aging) – Debra Galloway; P&Rec (Parks & Recreation) – Nancy McShea; Pool – Tim Goulding.

BH+A will perform the initial programming and documentation which is followed by B*K assessment, marketing analysis and business plan. During meetings with staff followed by meetings with the COA and P&Rec Commission, BH+A will develop meeting notes which will be verified prior to distribution. After the meetings with the primary groups it is intended that BH+A facilitate public meetings both daytime and evenings to obtain programming needs. Assistance was requested with determination of target audiences and several suggestions were made. Ms. Troiano, a Task Force Representative for the community at large, offered assistance in this process, noting that she is currently compiling data from the Sudbury Family Network, a group which she has established.

Mr. Scarlata also requested maintenance and service contracts and information as to capital improvements which Mr. Kelly has available. Mr. Melnick will provide information from the Assessors on the assessed value as it was noted that improvements to the building may trigger full code compliance based on the project costs as a percentage of assessed value. Mr. Scarlata also noted that special uses may also affect the number of entrances required under HIPAA rules. Shelter design requirements are also different depending upon the purpose; these will be discussed with the Fire and Police Chiefs.

Mr. Scarlata was advised that his team would require CORI checks in order to access the building freely.

Town Hall Feasibility Project Pursuant to discussion at the September 5th meeting relative to the development of an alternative scheme for use of the Town Hall as existing together with relocation of the Sudbury Public Schools and without constructing an addition, Mr. Melnick reported that the Town Manager approved the proposal subject to the availability of funds. A proposal was solicited from BH+A in the amount of \$12,000; however, it was subsequently reduced to \$10,000 upon information that funds in that amount were available. It was voted unanimously to proceed with investigating the alternative scheme. Quantifying costs for each

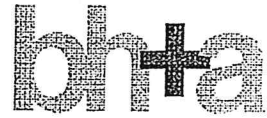
scheme would be of significant value in the Town's determination of the building's future. It was noted, however, that determination of the cost of renovation/repair would not be possible to achieve without a design goal.

Meeting Schedule The next meeting will be held on September 26, 2013, at 7:30 p.m., in the DPW Conference Room.

There being no further business, the meeting was adjourned at 9:45 p.m.

Respectfully submitted,

Elaine L. Jones



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meeting agenda

date: September 23, 2013

job name and number: Fairbanks Community Center Complex Masterplan
BH+A Project No. 3167

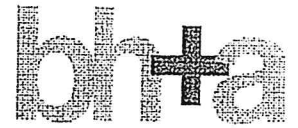
location: Sudbury Pines Room, Sudbury Senior Center

1. **Introductions**
2. **Primary Contact Information**
 - PBC Contact
 - Town Contact(s)
 - Council On Aging
 - Recreation Department
 - Atkinson Pool
 - School Department
3. **Major Stakeholders**
 - Council on Aging
 - Outside Program Providers
 - Kitchen/Food Service/Meals on Wheels
 - Recreation Department
 - Camp Operators
 - Outside Vendors/Programs
 - Atkinson Pool
 - LSRHS Swim Staff
 - Sudbury Cable TV (Broadcast Provisions)
4. **Secondary Stakeholders**
 - Community Groups
 - Operators using Complex
 - List/Schedule of Standing Meetings held at Complex
5. **Local Emergency Planning Committee**
6. **Public Safety Meetings**
 - Police
 - Fire



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7. **Documentation**
 - Drawings
 - Reports
 - Maintenance Records
8. **Existing Programming**
 - Sudbury Recreation Department Program Brochures (Seasonal)
 - Council On-Aging Programs
 - Atkinson Pool (Other than Recreation Department Programs)
9. **Attendance**
 - Membership figures for COA
 - Membership figures for Recreation Department Programs
 - Membership figures for Atkinson Pool
 - Summer Camp Attendance
10. **Budgets**
 - COA
 - Recreation
 - Atkinson
11. **Organizational Structures/wage scales**
12. **Department Policies and Procedures**
13. **Utility Costs**
 - Water
 - Electricity
 - Gas
14. **Maintenance Costs/Programs**
 - Routine
 - Annual
 - Seasonal by Use (Pool, etc.)
15. **Current Maintenance Responsibilities**



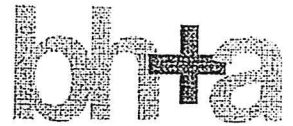
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15. **Site Visits**
Coordinate Access/Optimal Time
Observation of Programs and Activities In-Use

16. **Programming Meetings**
BH+A to Schedule
PBC Representative in Attendance?

17. **Public Informational Meetings**

18. **Overall Schedule Goals**



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BALLARD* KING SCOPE OF WORK

Programming and Existing Conditions Assessment:

- Meet with Permanent Building Committee
- User groups meetings
- Meet with facility stakeholders
- Space needs report

3 days on site

Market Analysis:

- Service area identification
- Demographic characteristics/community profile
 1. Population/age range/income
 2. Trends
- Review of existing Town facilities/programs/services
 1. Organizational structure/wage scales
 2. Department policies and procedures
 3. Existing aquatic/recreation program statistics
 4. Demand for programs/services and facilities
- Competitive market analysis
 1. Alternative recreation/aquatic service providers
 2. Facilities and services offered
 3. Admission rates/attendance numbers
- Comparison with national, regional and local participation statistics/trends
 1. NSGA/NEA standards
 2. Potential participation levels



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Business Plan and Program Development and Financing:* Develop a business plan for the four concept alternatives

- Attendance estimates
 1. Daily
 2. Annually
- Fee structure
 1. Drop-in
 2. Multiple admissions/annual passes
 3. Family, corporate, group
 4. Rentals
- Sources of income
 1. Identification and verification of revenue sources
- Operating cost projections
 1. Develop a line item budget
 2. Personnel by position
 3. Contractual services
 4. Commodities
 5. Capital replacement
- Revenue generation projections
 1. Develop a line item accounting
 2. Admissions
 3. Annual/multiple admissions
 4. Programs and services
 5. Rentals
 6. Other revenue sources
- Revenue/expenditure comparisons
 1. Cost recovery level