

Capital Building Meeting Minutes; 6/5/2024

Members Present: Mr. Marc Lapointe, Chairman
Mr. Ryan Pacheco, Vice Chairman
Mr. Chris Hajder, Member
Mr. William Anderson, Director of Engineering and Highway Services
Mr. John Hanson, Community Development Director
Mr. James Carvalho, representing the School Committee
Mr. John Salzillo, representing the Advisory and Finance Committee

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Also Present: Ms. Mallory Aronstein, Town Administrator
Mr. Joe Sullivan, CHA Consulting representative
Ms. Analisa Motti, CHA Consulting representative
Ms. Geraldine Mullaly, 990 Hortonville Road

Members Not Present: Mr. Robbie Alford
Mr. Paul Burke
Ms. Sarah Carlson

A Capital Building Meeting was held on Wednesday, June 5, 2024 at the School Administration Building, 1 Gardners Neck Road, Swansea, Massachusetts.

Mr. Lapointe called the meeting to order at 6:01 PM

Mr. Lapointe stated the meeting is being recorded for the purpose of meeting minutes.

Item 1: Correspondence

Notice received, Mr. Kevin Sullivan is no longer with CHA Consulting, the Board wishes him well. There were multiple packets received by Mrs. Geraldine Mullaly, 990 Hortonville Road. Mr. Lapointe advised Mrs. Mullaly to reach out to the head of the departments such as Highway Department, Fire Department, Library, and School Department. Any questions regarding expenses can not be answered at this time. Mr. Lapointe invited Mrs. Mullaly to ask her questions of the Committee.

Mrs. Mullaly asked for a definition of what the advisory board can and cannot do. Mr. Lapointe said the Committee is an ad hoc committee created by the Board of Selectmen. He said an ad hoc carries out specific tasks as the need arises.

Mrs. Mullaly asked who creates the agenda for the Capital Building Committee meetings. Mr. Lapointe said the Chairman does along with the Town Administrator.

Mrs. Mullaly asked how much advance notice the committee receives to review agenda items and documents. Mrs. Aronstein said the minutes are sent as soon as they are available and that all documents are sent by the Friday before the meeting, which is normally held on Tuesdays.

Mrs. Mullaly asked if the Board considered 0 Stevens Road for the Annex Building. There was discussion on this parcel. Mr. Hansen said the land is conservation land and is restricted from development.

Mrs. Mullaly asked if there was a cost to conduct the perc test at 68 Stevens Road? Mr. Anderson said the Board of Health recommended a soil test be conducted and the cost was \$300.00 which was paid for out of the Board of Health operating budget.

Mrs. Mullaly asked if the Town needed to do everything listed on the T2 proposal under exclusions and limitations. Mr. Sullivan stated that the objective is to hire a design team that encapsulates every possible aspect to complete the project. He said some of the items may or may not be necessary based upon level of design or type of structure, however if they were not listed even as an exclusion they could not be asked for at a later date.

Mrs. Mullaly asked about hazardous waste from the building. Mr. Sullivan said usually the study is completed ahead of time to have a clear understanding of what the existing conditions are.

Mrs. Mullaly said that CHA Consulting was working after the end of the contract date and asked if they were being paid. Mrs. Aronstein said the consultants were basically working for free while the Town determined its next steps. She said the later payments were invoices due to wrap up meetings submitted after the contract end date. Mrs. Aronstein noted that Mrs. Mullaly has requested a meeting with her and the Town Accountant to go over her questions on the budget and vouchers.

Mrs. Mullaly asked if the Town was under the same contract. Mrs. Aronstein said that the Town was not and that it was slightly modified and a vote was required to continue services.

Mrs. Mullaly asked if the Town needs to conduct a traffic study. Mr. Lapointe said the Planning Board would have to request that during the permitting process.

Mrs. Mullaly said that in previous meetings, there was discussion regarding the Annex Building and that there were concerns over available space even if the building was fixed up. Mr. Lapointe said that the Committee hadn't gotten to that discussion yet.

Mrs. Mullaly said that when she visited the Annex there were many boxes all over the place. She asked if that was going to remain. Mrs. Aronstein said most if not all of those boxes were moved to the Conex box for storage.

Item 2: Vote to continue services with CHA Consulting

Mr. Lapointe **MOVED** to continue services with CHA Consulting, Inc. Seconded by Mr. Anderson and so voted.

PASSES UNANAMOUSLY

Item 3: Vote to continue services with T2 Architects

Mr. Hajder **MOVED** to continue services with T2 Architects. Seconded by Mr. Hansen and so voted.
PASSES UNANAMOUSLY

Item 4: Vote and discussion of offices to locate at 68 Stevens Rd.

The Committee discussed the Annex Renovation and Expansion project. Mrs. Aronstein asked the Committee to vote on exactly which departments would be relocating to that space. She said that she was currently working on an Americans with Disabilities (ADA) project grant for Parks and Recreation to bring the snack shack meeting space into compliance and add office space along with a bathroom and office for the Parks and Recreation Director. She said the Town Nurse does a lot of programming with the Council on Aging (COA) and the COA building has a second kitchen with a private area and entry way along with a refrigerator that would be suitable for the Nurse's needs and that it currently isn't used. She said the Veterans Agent Office should be moved to wherever the town hall offices are.

Mr. Carvalho asked where an office would fit in the snack shack. Mrs. Aronstein explained that it would be an addition to the current facility, using the terrain and extending the building closer to the parking lot. She said preliminary estimates are \$350,000 and the ADA grant offers up to \$250,000. She said the Town would have to cover the remaining balance.

Mr. Lapointe said he agreed with the recommendations.

There was discussion regarding current storage capacity and future capacity to be included in the project.

Mr. Pacheco confirmed that the Town Nurse would not be included in this office design. Mrs. Aronstein said that the programming already developed for the Nurse could be edited to fit the room at the Council on Aging and that she intended to discuss that with T2 Architects. Mr. Pacheco asked if the funding for that would be separate. Mrs. Aronstein said yes.

Discussion continued regarding moving the Veterans Agent and if the office should remain where it is. Mrs. Aronstein said it is not a welcoming space for veterans but that the Town is doing the best it can. She said there is a plan b to redesign the existing space if it cannot fit in the Annex.

Mr. Pacheco asked if Parks and Recreation will be utilizing the space that is already there above the snack shack. Mrs. Aronstein said that currently the space is being used as storage and meeting space for the Little League. She said it needs temperature control so that groups can utilize it year-round.

Discussion of the Little League organization's use of the meeting space and sharing it with the Town. Mr. Carvalho said that the Little League knows the building is owned by the Town. Mr. Pacheco asked if a Town employee needs to open the building for groups. Mrs. Aronstein said no. Mr. Pacheco asked how many employees work for Parks and Recreation. Mrs. Aronstein said two and that the Director would be

housed at this location along with seasonal employees. She said the laborer operates out of the Highway Garage.

Mr. Hansen asked if the Town would be doing anything to the Annex building to repair parts of it knowing the design process would take a few months. Mrs. Aronstein said come July 1 when the new budget begins, there are funds available to make repairs.

Mr. Hajder asked about the Gold Room at the Council on Aging and whether the Veterans Agent could locate there. Mrs. Aronstein said that is a COA programming space.

Mrs. Mullaly asked about the Preserved Gardner House being demolished and whether abuilding for the Parks and Recreation could be placed there. Mr. Lapointe said that is not on the table at this time.

Mrs. Aronstein requested a motion from the Committee concerning naming the specific offices to be located for this project. Mr. Hansen clarified that it consists of the five offices in the Town Hall, four offices in the Annex, and the Veterans Agent.

Mr. Carvalho **MOVED** to relocate the Town Clerk, Treasurer/Collector, Board of Assessors, Town Accountant, Board of Selectmen/Town Administrator, Veterans Agent, Planning Board, Conservation Commision, Board of Health and Building Department to be considered for location at a new, renovated and/or expanded space at 68 Stevens Road. Seconded by Mr. Anderson and so voted.

PASSES UNANAMOUSLY

Item 5: Review Meeting Schedule

Next meeting will be held, Tuesday, June 25th at 5:30PM at the Police Station.

Item 6: Vote to approve minutes of March 5, 2024

Mr. Hajder **MOVED** to approve the minutes of March 5, 2024. Seconded by Mr. Hansen and so voted.

PASSES UNANAMOUSLY

At 6:56 p.m., Mr. Carvalho **MOVED** to adjourn the meeting. Seconded by Mr. Pacheco and so voted.

PASSES UNANAMOUSLY

Meeting Documents:

- Notice of Resignation from CHA – Kevin Sullivan
- Correspondence Packet – Geraldine Mullaly
- Minutes of March 5, 2024



6/20/24

Respectfully submitted by, Amie Griffin, Minutes Clerk

Date