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MEETING MINUTES

2018 JUN 15 A 10:33

Public Facilities Improvement Plan – Fairhaven, MA

HKT Project No.: 21713
FAIRHAVEN,
MASS.

Meeting Title: Meeting #3

Meeting Minutes By: Amy J. Dunlap, HKT Architects

Date: February 6, 2018

Time: 3:00 PM

Location: East Room, Town Hall, 40 Center Street, Fairhaven

Attendees:

■ Bob Baldwin, CPC (BB)	■ Amy J. Dunlap, HKT (AJD)
■ Vinnie Furtado, CPC (VF)	■ Janet M. Slemenda, HKT (JMS)
■ Wendy Graves, CPC (WG)	Nikki Potter, ToF (NP)
■ Cathy Melanson, CPC (CM)	Chief Michael Myers, ToF PD (MM)
■ Mark Rees, CPC (MR)	Chief Timothy Francis, ToF FD (TF)
Bill Roth, CPC (BR)	Deputy Chief Todd Correia, ToF FD (TC)
Andrew Tillett, CPC (AT)	

Abbreviations: CPC: Capital Planning Committee, HKT: HKT Architects Inc., ToF: Town of Fairhaven, FD: Fire Department, PD: Police Department

Item

- 3.01 Minutes from the January 23rd meeting were distributed. MR requested a change be made to item 2.06 as the PowerPoint presentation had not yet been distributed to the committee. CM made a motion to approve the minutes as amended. MR seconded the motion. The committee voted unanimously to accept the minutes as amended.
- 3.02 HKT presented a preliminary matrix ranking sites proposed by the Police and Fire Chiefs for a new public safety facility. The matrix compared site characteristics such as location, site size, wetlands coverage and other features, assigning point values to rank sites in order of feasibility. AJD then reviewed the sites under consideration. Four sites were noted as feasible by the fire dept. in terms of geographic location and response time. Four additional sites were proposed by the police dept.

BB questioned whether there were benefits to having separate police and fire stations. JMS explained that it would be less costly in the end to build a single public safety facility where both departments could share training, fitness, lobby and mechanical spaces. There was agreement among the committee that a combined public safety building is preferred. The public safety building would include Emergency Management. Other departments currently located in Town Hall might be relocated to this new building if they must be displaced in order to make Town Hall fully accessible.

Based on the rankings, 194 Bridge Street, 172 Bridge Street and 245 Bridge Street appeared the most viable. JMS explained that HKT and Pare have evaluation of 2 potential sites in their contract.

There was some discussion about potential wetlands on the 172 Bridge Street site that are not appearing in public data available on the Massachusetts GIS database. CM made a motion to rank

the sites in the following order of preference: 1) 194 Bridge Street, 2) 172 Bridge Street, 3) 245 Bridge Street. WG seconded the motion and the committee unanimously approved it. It was agreed that MR would review the potential sites with the Police and Fire Chiefs. If they approved, HKT would analyze the 194 Bridge Street site and one additional site. HKT would first discuss with Pare if there is any other way to determine quickly if the wetlands on the 172 Bridge Street site are too extensive to make the site feasible. If the site is too wet, HKT would evaluate the 245 Bridge Street property instead.

- 3.03 JMS led a discussion of the various facilities that are part of this study focusing on what the next steps will be and what options will be presented at the next meeting.
- Recreation and Senior Center – It was agreed that the Senior Center is too small to meet their program needs. HKT will present options for expanding the building footprint to meet program needs. There was some discussion regarding what expansion should be undertaken at the Recreation Center. Questions arose regarding usage of the facility given new commercial facilities in Town. It was agreed that HKT would propose expanding the building footprint to increase storage eliminating the need for the existing storage container on site. MR would also like to know the marginal cost of making the building an emergency shelter.
 - Town Hall – Focus of options development will be to make the building fully accessible. Based on the accessibility analysis, some departments may need to be relocated, possibly to the Public Safety building or Tripp School.
 - Millicent Library – No additions/renovations proposed. Deferred maintenance will be addressed in cost development.
 - BPW – A vehicle storage building will be proposed. Interior reorganization may be possible in the administration area to meet department needs.
 - Emergency Management Building – Department will be relocated to the proposed Public Safety building.
 - Animal Shelter – No additions/renovations proposed. A new facility may be proposed if required by siting a new Public Safety building on the 194 Bridge Street site. Deferred maintenance will be addressed in cost development.
 - School Administration Building / Tripp School – Several members of the committee expressed a desire to move these functions to the Tripp School. BB noted that while Tripp is larger than the current School Administration Building, the school department could use other classroom spaces for programming currently done out of district. HKT did not do programming of the School Administration Building as it was not part of the original scope. Costs of upgrading the facility for offices and classrooms will be factored in during the cost development phase.
 - Fairhaven High School – No additions/renovations proposed. Deferred maintenance will be addressed in cost development. JMS discussed the flooding issue with the committee. It is not readily apparent what the cause of the flooding is. BB agreed to find out if the flooding was an issue prior to the 1999 addition.
 - Hastings Middle School – No additions/renovations proposed. Deferred maintenance will be addressed in cost development.
 - East Fairhaven Elementary – No additions/renovations proposed. Deferred maintenance will be addressed in cost development.
 - Leroy Wood School – A site stair will be proposed from the staff parking area to the staff entrance.

Please notify HKT Architects within 48 hours if these minutes do not accurately reflect discussions.

Next Meeting to be held: February 27, 2018, 3:00PM, East Room of Town Hall.