

MINUTES

GOVERNMENT CENTER PLANNING WORKING GROUP (“Group”)

March 9, 2016

Present: Dr. Philip Auger; Phil Bergeron; John Boscardin; Curtis Givan; Dianne Izzo;
William King; Nicole LaFontaine; Sheila McGauvran; Mary King

Absent: Gary Tedeschi

Also in attendance: Richard Welch, the Liaison of the Asset Management Commission.

- I. Call to Order: Meeting called to order at 5:03 p.m. by Chair Dianne Izzo.
- II. Approval of February 17, 2016 meeting minutes: Motion to approve February 17, 2016 meeting minutes was unanimously approved.
- III. Public Comment: No public comments.
- IV. Review Town and School Building Requirements

Ms. Izzo is compiling a bibliography of reports and documents for the Group’s reference and for inclusion in the final report to the Town Council; suggestions for inclusion are welcomed.

 - A. Town Requirements

The Town Council voted to relocate Town Hall and Annex staff to 100 Fairway Drive. Mr. Bergeron and Mr. Tedeschi worked closely with Department Heads in determining how much space was needed and where staff would be located in the building. Mr. Bergeron distributed a map of the building and the proposed layout for the relocated offices. Discussion included:

 - Current office areas are 10,400 sq ft. and courtroom space is 840 sq ft. (actual required space is closer to 1000 sq ft.).
 - 100 Fairway Drive is a 12,000 sq ft building.
 - Map shows related departments in proximity to each other in a bullpen set-up.
 - Some usable space will be lost by adding counter space for public; 8,300 sq ft remaining for office space; storage space of couple thousand sq ft in basement.
 - Long term for Town purposes: building approx. 15,000-17,000 sq ft is anticipated to be adequate.
 - Permanent records scheduled to be stored at the Fire Maintenance Building.
 - B. School Requirements

Ms. King provided a list of School Department Administration staff, including staff located in the D-Building, and provided square footages for offices located at 100 Romano Vineyard Way.

 - The D-Building is 10,000 sq ft. of classroom space with people fit in. It is not an efficient use of space and position(s) may not need all the space used.

- The Demographic Study that is underway is tentatively scheduled to have draft report with 10-yr projections presented to the School Committee on April 26, slightly ahead of schedule; presentation of report will be advertised for the public to hear and comment on.
- 10-yr projections report will be beneficial to Group in determining best option(s) for a Government Center.
- The meeting space in the Administration Building (100 Romano Vineyard Way) is heavily used during the day and for night meetings.

C. Consolidation Plans

- The Comprehensive Plan does not specifically address consolidation.
- Town recently participated in the LEAN process, with the Planning Department taking the lead. Ms. Lafontaine explained the process and shared slides from the Power Point presentation to the Town Council by the Consultant. The process focuses on two things:
 - How to do better with what you have to work with;
 - What would make it better if money was spent?
- Consolidation Committee formed in 2006 as a joint effort between Town and School Department, investigated consolidation possibilities. Consultant hired produced the Elert Report at a cost of \$44,000, which has been referenced many times by Town Committees, but did not result in real progress towards consolidation.
- Does sharing services make sense economically and in increasing efficiencies?
- If potential Wickford El Project does not move forward, might be time to revisit building as potential usable location at 33,000 sq ft.
- Parking is priority for any location under consideration.
- Mr. Welch commented that when discussing consolidation the focus should be on cross-training; already cut the jobs, now we need to make government/school services more efficient.

V. Propose Future Agenda Items

Agenda items proposed included:

- a. Establish communication plan for Group; public posting of agenda/minutes
- b. Review Comprehensive Plan elements that relate to facilities
- c. Develop more comprehensive list of shared functions (compiled from worksheets)
- d. Review Town-owned properties (now) to determine feasibility as location of a Government Center.
- e. Incorporate public input, applying the Planning Department's process for review/update of the Comprehensive Plan if possible.

VI. Future Meeting Schedule: Due to conflicts with other meetings and availabilities, next meeting will be April 20, 2016 at same time and location.

VII. Adjournment: Motion to adjourn unanimously approved at 6:10 p.m.