



North Kingstown
Rhode Island

Government Center Planning Work Group

*“To explore appropriate locations and building requirements
for a combined Town and School Administration Facility”*

AGENDA

June 15, 2016, 5:00 P.M.

School Department Administration Building, 100 Romano Vineyard Way, Suite 120

- I. Call to order
- II. Approve minutes of May 11, 2016
- III. Public comment
- IV. Updated Communications Policy & Plan
 - A. Review/discuss Richard Welch Report to Asset Management Commission
 - B. Vote on Communications Policy & Plan
- V. Survey: review/discuss/vote updated draft
- VI. Report to Town Council
 - A. Each member of the Workgroup contributes to the Report
 - B. Match topics and Workgroup members or make assignments
- VII. Schedule next meeting
- VIII. Adjournment

MINUTES

GOVERNMENT CENTER PLANNING WORKING GROUP

May 11, 2016

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

Absent: Phil Bergeron

Also in attendance was Richard Welch, the Liaison of the Asset Management Commission and Liz Dolan, Town Economic Development Administrator.

- I. Call to Order: Meeting called to order at 5:03 p.m. by Chair Dianne Izzo.
- II. Approve minutes of April 20, 2016 meeting: Motion by Mr. Givan, seconded by Mr. King, to approve April 20, 2016 meeting minutes approved (8-0); Mr. Boscardin was not at the April 20th meeting, therefore he did not vote on the motion.
- III. Public Comment: No comments.
- IV. Communications Policy and Plan:
 - a) Review and vote on Communications Policy and Plan: Included in packet of information for tonight's meeting, Ms. Izzo provided Group members with copies of the draft Communication Policy and Communication Plan that she updated after discussion at the previous meeting. The Plan spells out the objectives of the Group, source materials, how data was compiled and the findings of the Group; a sort of "what we are doing and why" guide, along with a proposed outline of the report to the Town Council. Ms. Izzo asked for feedback from Group. Ms. McGauvran noted that "Public Comment" should be added to the document. Mr. Boscardin had objections with including "*citizens*" in audience for the Report as he feels the Group should only be addressing the Town Council. He questioned why Ms. Izzo is proposing a Communication Policy. She explained that the purpose is to make sure all participants are completely clear as to the objectives and work product of the group. The documents speak for themselves.

Mr. Boscardin also does not agree with Item #3 of the proposed Outline ("Consolidation") or including the concept of consolidation in the Messages section (#6) of the proposed Communication Plan. He stated that the topic of consolidation is out of the scope of the Charge given by the Town Council; the Group should not be making any recommendations on consolidation as Group is not qualified to make such decisions. Ms. Izzo asked for a verbal consensus as to whether the Group in attendance agreed to remove "consolidation," and all concurred. Ms. King stated that if the focus is on shared facilities rather than consolidation, consolidation will happen organically from there.

Motion by Mr. Boscardin to amend the section entitled Objectives of the Communication Plan by eliminating #2 and removing the word *Citizens* from #3 so that it reads the Town Council [only]; motion seconded by Mr. Tedeschi for the sake of discussion. Discussion ensued with no vote taken. Ms. Izzo said she will resubmit an amended Plan for next meeting omitting the word *consolidation* and instead, using the word *combined*.

- b) Review proposed report outline: Ms. Izzo asked if the Group had a chance to review the outline for the Final Report that she prepared. As stated in the outline, the report is a document that expresses the findings of the Group as to availability of land for constructing a new building; available buildings that could become a government center; feasibility of rehabbing a Town-owned existing building.
 - c) Review proposed survey questions, approve if ready: Ms. Izzo said she agreed with Mr. King's suggestion presented at the last meeting to take the pulse of the people with a brief survey, asking – where should the Government Center be? Mr. King feels it is important to know if the public consensus is that the Government Center should be in Wickford. Ms. Izzo provided two draft surveys for discussion. Ms. LaFontaine noted that the survey should include questions targeting businesses located in Town, not just residents. Mr. King explained that he did a small test sample survey of 8 people, which elicited same comment from all participants: The question that should be asked is: Do you think the Town should have a new Government Center? Ms. McGauvran sees need for an engaged citizenry in this process. Why limit choices to circle one? Why not allow more choices, perhaps pick your top 3 site choices? Topic will be continued for discussion at the next meeting.
- V. Town and School Building Requirements: Ms. Izzo referred to the map created after the last meeting that indicates location of properties (buildings and land) owned by the Town. She noted that Mr. Bergeron had previously proposed that the minimum space requirement would be 3 acres to allow for parking (which would still be a tight fit) so the map shows 3+ acre parcels owned by the Town. Mr. Tedeschi said that depending on what type of building is being rehabbed the cost of new construction may be cheaper per sq. foot; cost to rehab older buildings and bring them up to current codes is astronomical. He said we need to plan for future growth [100 years from now] to ensure space is available. Twenty years ago, no one thought of the Town having a municipal court; now there is one requiring office and courtroom space, which was not readily available at the current Town Hall. Also, rising sea levels highlight the need to consider flood hazards when contemplating a site. Mr. Boscardin asked that the map be altered to show the Flood Plain to assist with eliminating properties that are susceptible to flood.

Mr. Givan noted that at the present time there are 12 commercial properties available and 0 that are suitable for this use; however, there is land available for sale.

Mr. Steven Soscia, a real estate developer, asked if he could address the Group as he owned the property where the Narragansett Middle School now sits and has been through a similar experience with the needs assessment process in Narragansett when the School and Town

offices were combined into a single location by rehabbing a former school building. He was allowed to address the Group.

Mr. Soscia would like to make the Group aware of a 5-acre site that he owns, located on Post Road at the second entrance to Reynolds Farm. He feels that when Reynolds Farm is fully developed, having government offices adjacent to this development would be both beneficial and convenient due to its location on Post Road.

- VI. Continue work on feasibility and advisability of consolidation: Ms. Izzo asked members to review material presented in advance of the meeting.
- VII. Schedule next meeting: Next meeting set for June 15th at 5:00 p.m.
- VIII. Adjournment: Motion to adjourn unanimously approved at 6:15.

North Kingstown Government Center Committee June 2, 2016

Project: Survey the need for a new town government center and provide the town council with a recommendation.

Need: determine if there is a need for a combined government center to include the town and school administration in one building

Why: The town council has determined that the town hall and Annex are not suitable for the town to occupy and they do not wish to rehabilitate those structures.

Look at town owned facilities/land: Currently the only facility that would appear to be able to meet the space needs for a combined occupancy would be the former vacant Wickford Elementary School which is under agreement to be developed into a hotel/condo/art school/restaurant at some future date.

What are the space needs: The town currently occupies around 16,000s/f and the school administration is approximately 12,000 s/f. A combined space building would/could accomplish joint common areas for meeting space and a permanent space for town council and school committee meetings in public.

Is there a commitment from both the town council and school committee that they want to be in the same building? Not that is outwardly apparent.

Could joint occupancy improve workplace efficiency? The answer should be yes however I do not get the feeling that the school administration whole heartedly endorses this as an end plan. Consolidation is viewed as a relinquishing of control and power rather than a cost saving and efficiency move that could combine and cross train like positions within each entity like; payroll, human resources, I T, and purchasing and help control operating overhead for both areas.

What would/could a new building cost the tax payers? When you include the cost of land suitable for this combined building at \$250,000/acre and a minimum size parcel of 6 acres that would come to \$1.5 million and the loss of that parcel from the tax rolls. The combined size of a new structure would be

somewhere between 30,000-35,000 s/f and have a construction cost of approximately \$350/ s/f for a one story structure or a cost of \$10,500,000 – 12,225,000 plus the land cost of \$1,500,000. For a total cost of \$12,000,000-13,750,000.

What about 100 Fairway Drive? The town will spend somewhere between \$500, to 700,000 to renovate and move into the former school administration building as a temporary answer which may actual become a permanent answer to the town administration. The question of a new government center has never been put before the voters which rejected spending \$3.8 million on the Wickford El. Building to do the same thing just a few years ago.

Is there another solution? One possible solution might be to construct a second level on the current town hall over the tax and finance area of the building. This could include an elevator and second means of egress. The option has never been discussed or looked into. Another might be to totally renovate the town hall and relocate some of the current departments like Water department to the Bostitch Building and recreation department to the golf course. There may also be room for an addition onto the Department of Public Works building.

So what is the answer? Before spending any more time on this project I believe that several things should be answered; Is the public willing to pay for a new structure and possible take land of the tax rolls and is the school administration willing to be in the same building as the town government and merge departments of like work. Once those questions have been answered you will have direction from the taxpayers and know if you are looking for one building or two. To proceed without knowing that information is just folly.



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Communication Policy

1. Public posting of agenda/minutes on Town web page

The Group’s secretary, Kim Jones, will forward copies of meeting agendas and approved minutes to Jeannette Alyward for posting on the Town’s website.

Minutes will include links to documents referenced in meetings. Preliminary drafts, notes, impressions, memoranda, working papers and work products are deemed public if submitted at a meeting, so all materials forwarded in packets for discussion at a meeting are public documents.

2. Communication with media

The official media contact for the Government Center Planning Work Group is the chair, Dianne Izzo. Members are free to speak with the media, with the understanding that individuals do not speak for the Group.

3. Public Input, Public Outreach

The public is invited to speak at every meeting.

To collect public input to test assumptions about location and consolidation, the Group will consult with the Planning Department and IT Department to establish an effective, economical process for collecting input via an online survey.



North Kingstown Rhode Island

Government Center Planning Work Group

Communication Plan

The findings of the Work Group will be compiled in a written document, titled “Report of the Government Center Planning Work Group.” To arrive at the findings, the Work Group will collect data that identifies appropriate locations and building requirements for a combined Town and School Administration Facility.

This Communication Plan identifies objectives, messages, audiences and approach used to collect data and ultimately to convey the findings of the Work Group.

Objectives

1. Town Council is advised of options available for a Government Center in North Kingstown
2. Citizens of North Kingstown understand why the Town Council is considering a Government Center
3. Both Town Council and Citizens have confidence that the Work Group has presented a thorough analysis of available options

Messages

1. The concept of a Government Center is one building that houses both Town and School Administration Offices.
2. The Town of North Kingstown outgrew the buildings that house its Town and School offices.
3. The School Department is currently leasing its offices.
4. The Town is in the process of moving into temporary office space at 150 Fairway Drive.
5. The Town owns property that could be suitable for a Government Center and may also consider purchasing a parcel of land or other existing building for that purpose.

Survey: Government Center

The Town of North Kingstown is in the process of exploring the concept of a Government Center.

A Government Center would be a single building housing both Town and School Administration Offices. The Town owns properties that could be suitable for a Government Center and may also consider purchasing a parcel of land or other existing building for that purpose.

The Government Center Planning Working Group seeks input to this process to better meet the needs of our residents, businesses and employees. Please help us by participating in this survey.

1. Where should a new Government Center be located? (check one)

- Wickford Village Vicinity
- Hamilton
- Slocum
- Saunderstown
- Quonset-Davisville
- Post Road
- Ten Rod Road
- Other (please specify) _____

2. Should a new Government Center combine Town and School administrative offices?

- Yes
- No

3. What attributes you would like to see in a new Government Center? (check all that apply)

- ADA compliant
- Plenty of parking nearby
- One-story building
- Drive-up window
- Other: (please list)
- _____
- _____
- _____

4. Do you reside in North Kingstown?

- Yes
- No

5. Do you own or operate a business in North Kingstown?

Yes

No

6. What is your age? (optional)

Under 18 years

18-24 years

25-34 years

35-44 years

45-54 years

55-64 years

65-74 years

75 years or older

7. Would you like to participate in a Town of North Kingstown Government Center Focus Group?

Yes

No



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REPORT TO TOWN COUNCIL

Dianne _____

Introduction

Overview of history, reason for this report, and methods of data collection.

I. Survey of Available Potential Locations

- A. _____ Town-owned sites
- B. _____ Other sites

II. Building Requirements

- A. _____ Town Administration
- B. _____ School Administration
- C. _____ Projection of Future Needs

III. Options

- A. _____ Rehab/repurpose existing Town-owned structure
 - 1. Existing Town Hall and Annex
 - 2. Wickford Middle School
 - 3. Wickford Elementary School
 - 4. other?
- B. _____ Use Town-owned land to build a new structure
 - 1. 3-acre plus sites identified on map — are any sites suitable?
list here:
- C. _____ Purchase land to build a new structure
 - 1. Land available in Hamilton area
 - 2. Other land available

IV. Dianne _____ Summary, Conclusions and Recommendation

Bibliography
Source Materials: Documents and Reports

Comprehensive Plan

The View from Swamptown: Tim Cranston, Town Historian
The Old Town House

April 2016: Government Center Planning Work Group
North Kingstown Real Estate Assets, inventory and map

April 2016 Powerpoint Report: NESDEC
Demographic Analysis PK-12 School Facilities Best Educational Use Study

[http://www.nksd.net/files/_OCBWY_/184c2ed8cf49e2403745a49013852ec4/
North_Kingstown_RI_Facilities_Best_Use_Study_-_Final.pdf](http://www.nksd.net/files/_OCBWY_/184c2ed8cf49e2403745a49013852ec4/North_Kingstown_RI_Facilities_Best_Use_Study_-_Final.pdf)

April 2016: Teresa Crean, RI Sea Grant/URI Extension Specialist
Coastal Resilience and Historic Assets in North Kingstown Powerpoint

[http://rhody.crc.uri.edu/accnk/wp-content/uploads/sites/2/2014/03/
NK_Adaptation_REPORT_August2015.pdf](http://rhody.crc.uri.edu/accnk/wp-content/uploads/sites/2/2014/03/NK_Adaptation_REPORT_August2015.pdf)

February 2, 2016 Report: Phil Bergeron, P.E.
Disposition of Town Hall and Annex Code Violations; Town Staff Relocation Option to Former School Administration Building

[http://www.northkingstown.org/sites/northkingstown.org/files/Town-News/Binder.TH
%20%26%20Annex%20Code%20Violations.AdminRelocOption.Report.pdf](http://www.northkingstown.org/sites/northkingstown.org/files/Town-News/Binder.TH%20%26%20Annex%20Code%20Violations.AdminRelocOption.Report.pdf)

February 26, 2015 Memorandum: Nicole LaFontaine, Planning Director
LEAN Process [with attachments: mapping documents, Gap Analysis, SIPOC, P&D Coordinator; Powerpoint]

June 9, 2014 North Kingstown Community Market Study
Economic and Real Estate Analysis for Sustainable Land Use Outcomes™

http://www.northkingstown.org/sites/northkingstown.org/files/pdf-attachments/North%20Kingstown%20Market%20Study_Executive%20Summary.pdf

September 13, 2011 Report: Elert & Associates, Pete Gray et al.

Information Technology Assessment prepared for the Town of North Kingstown and North Kingstown School Department

http://www.northkingstown.org/sites/northkingstown.org/files/pdf/NKTownSchoolITStudyFINAL_0.pdf