

Town of Lee – Facilities Committee Charge

The Select Board has tasked the new Facilities Committee to develop a comprehensive long-range facilities plan to assist the Board with making informed decisions regarding major capital projects related to future uses of municipal buildings. The plan will consider how best to use existing buildings to serve the varied interests of the Town, while also considering the construction of new facilities. It is anticipated that this effort will support the annual Capital Improvement Process (CIP) conducted in preparing the capital budget.

The committee will serve in an advisory capacity but because of the many entities involved, it will work with all boards, commissions and committees, as well as Town staff to develop the plan.

With input from the aforementioned groups, and a thorough review of the work of previous Town Center Committees, the Facilities Committee will develop a long-range plan recommending the most appropriate uses for municipal-owned buildings to meet future needs, as well as to connect identified projects with suitable locations. The Committee may recommend the purchase of properties that may be needed to effectuate the long-range plan.

In preparation for the FY 2018 Budget Process, it is anticipated that the Committee will produce a strategic long-range plan preceded by the following tasks:

- Develop an accurate inventory of all Town-owned properties within the Town Center identifying size, current uses, frequency of use, and other critical information which will include specific requirements for Town departments;
- Catalogue identified and foreseeable capital facilities' needs, including a needs assessment supported by empirical data; and complete high level estimates to determine feasibility of the work to be completed;
- Develop three (3) options for addressing the needs (personnel/occupants, infrastructure, social and historic/aesthetic) of all of the buildings, indexed to relative costs (low to high);

Finally, the Committee will produce a report recommending a phased approach to address the needs identified per the documented observations and requirements and make specific recommendations for future uses of municipal buildings.

Following the completion of these steps, the Select Board will hold a community-wide forum to discuss the committee's work and findings.

This plan will then advise the Capital Improvement Plan Committee for annual budgeting purposes beginning with the FY2018 budget, as well as the Deliberative Session when it considers capital requests related to town owned buildings.

An initial list of some considerations to be applied in development of the long range plan is listed on the following page. The Committee will be sensitive to the demands placed on staff time to complete its charge and will coordinate staff efforts through each Department.

The Committee shall be composed of nine members, with two alternates, to be appointed by the Select Board. All terms will expire upon the final recommendation and report of the strategic long-range plan, but no later than June 30, 2017.

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1. When developing the three (3) options/solutions for addressing the collective needs of each of the Town's departments, boards, commissions/committees, and the users/visitors of the buildings under consideration:
 - a. The 'needs' are to be defined to include: space, privacy, health and safety, accessibility, social, historical and aesthetic.
 - b. Options are to be framed as short-term (1-5 years), mid-term (6-10 years) and long-term (11+ years).
 - c. Develop plans for the ongoing maintenance and possible renovation of the existing Town Hall, Library, and Historical Museum regardless of their future use.
 - d. Evaluate and rank the options in terms of cost, suitability for phased construction, and minimal disruption to Town activities during construction

2. Complete high level estimates, indexed to relative costs (low to high) and to potential environmental impacts, for each of the options developed, to determine feasibility of the work to be completed:
 - a. Utilizing the services of established professionals in the field(s), the Facilities Committee should 'frame' the estimates to include reuse, renovation/restoration, and new construction.
 - b. In addition to utilizing existing Town buildings, a plan for any expansion or new construction, should consider other sites within the 1/2 mile radius of the Town Center.

3. Survey (informally) all possible land available for new or additions to buildings. Include size, EPA restrictions, geological concerns, access issues, parking availability, access to services issues. Create a rough map of these.