

Senior Center Building Committee Meeting Notes

October 17, 2024 at 12:30 p.m.

2nd floor conference room

Attendance: Dennis Vogel, Kate DiSanto, Janet Cain, Ted Palmer, Jerry Hillman, Darcie Gasperini, Scott Szczebak, Francine Tishman

1. Call meeting to order – meeting called at 12:32 p.m. (19th meeting)

2. Open time for public comment – no one present from the public

3. Approve minutes – motion approved with no edits

4. Next steps on process

- Finalize election of Co-Chair

-- Confirmed that Janet Cain is currently on the committee; motion made to make Janet a co-chair for the committee; approved/unanimous vote

- Recruiting of additional members - any local builders to approach?

-- Darcie started going through the street listings to research occupation, but it has been vague information; preference is to move towards building experience on the commercial side

-- can we put something on the Town Facebook page? Yes – this can be also shared to the Southampton community pages as well as the COA page. This would be a call for volunteers hoping for someone experienced in project management, engineering, architecture, and/or commercial building.

--Hadley had a few builders that served on the committee for their new COA. Darcie will research this.

--Scott will be able to post online on the Town's FaceBook page; Dennis will email him a write up and preferred method of contact.

--Do we want someone that is currently active or retired within their respective profession? Either would be beneficial if they have the knowledge base and respective contacts.

- Distribute letter from Select Board regarding the agreement of \$100,000 in exchange for property.

-- Copies distributed to the committee. It is good to have the reference to the feasibility regarding the acreage mentioned in the study.

- We are leaving the land footprint as 4-5 acres in the letter from Chairperson Fowles.
- Have there been discussions regarding leech fields and sewer needs related to the acreage from the feasibility study? This information will be determined by the perc test with the design of the field. The land use planner will be able to assist with this to ensure that parking, trails, etc. will also be taken into consideration.

5. Update on Land Use Planner; RFP process for OPM - speak with Hadley and South Hadley for their experience.

- Scott: The select board went to Dobson and Flinker with the Pioneer Valley Planning Commission (about \$80,000) for the joint application. Dobson & Flinker are out of Northampton and have done a lot of local projects including Atkins, Shelburne Falls. Pioneer Valley will do a lot of the outreach related to the project including reports and public forums
- Hoping to access the proposal by the next select board meeting; they will be able to process the invoice when some of the work has been done.
- Total dedicated hours are 600-700 hours in their proposal. This should be completed within 2-3 months, and we are looking to move forward as soon as possible. The goal is to have this information available by the annual town meeting.
- RFP process for OPM – We will need to discuss the timing of this; when should we move forward with this process? Will need to work with Bradley on the draft of the RFP as the official procurement officer. We should look at Hadley and South Hadley and review to discuss what we would like in comparison to their proposals.
 - When should we start the process of meeting with Bradley? The Town can start doing more of a boilerplate document for this and then move forward with specifics as the land-use process is completed.
 - How does this process go? We need to figure out how to pay them since this will be long periods of inactivity. This is something that will need to be addressed in the RFP; this would basically be like having the company on retainer.
 - Who would like to work on this with Bradley Okscin? Jerry, Dennis, Janet – they will meet with him to brainstorm in the meantime.

6. Update on available funds including CDs and investments of donation?

- CD's are coming up possibly; Scott will need to touch base with Jennifer for an update. We need to have additional discussions on how to invest these moving forward with the change in interest rates.
- We do not know what the total dollar amount is currently but Scott will check in with Jennifer Day to confirm.

— The OPM will dictate how much and when we will need the funds for certain portions of the project.

7. How should we communicate next steps to the residents of Southampton?

-- Land use planner is going to have a lot of public meetings; is this the best avenue to get the word out related to the community

— Can we jump on to the land use planning forums?

-- Do we need any updates on our feasibility study related to the changes in the SC planning?

-- Both Hadley and South Hadley have offices that are offset from the main areas of the COA ; there isn't a visual from the offices; we can talk about functionality of the new space

-- Feasibility study was the first stage of the planning what it looks like from the outside will need to be determined later. The study was viewed as a rough draft and they were hoping that what was created is representative of the new building.

-- With the Public Safety Complex there has been and continues to be work done on narrowing down square footage for a decrease in costs. When do we start looking at this for a contingency plan if the cost comes back more expensive than planned?

--15,000 square feet was the original plan that came back from the study and we narrowed it down to 12,000 square feet. This needs to be clear to the community that we have been doing our due diligence on mapping out the functionality and needs of the space. Cutting out spaces may not be feasible without cutting a critical need of the building

-- If we need to lessen the cost, we may be able to make a phased addition for the building.

-- The feasibility study projected the growth of the community over the next 20ish years and not for the needs of the population now. We are hoping to build for our needs of the future knowing that growth in the population and demographic in the future.

— Public Safety complex committee had an initial estimate of \$40 M and knew that it wouldn't be feasible to move forward with that cost; have decided to pare down square footage

8. Should we look to hire a grant writer to help research opportunities?

Fundraising through Friends of SCOA

-- Dennis, Janet and Scott met to discuss this; the grant committee has been successful but extremely busy. Is it worth hiring someone to assist with grant writing? Can we

have conversations with grant writers and capital campaign planners to see where the biggest impact lies?

— As a part of the feasibility study they had unofficial discussions on what certain companies might offer; Janet has met with someone that worked for the Care Center in Holyoke to assist with fundraising. The Friends group does not have the depth to go out to ask for money to raise a million dollars, there are individuals who are a part of that group who are interested in fundraising, it would be good to create a subcommittee that would work to help map this out.

— There are organizations out there that can assist with fundraising but also looking for grant opportunities in the meantime.

-- The Town is waiting on confirmation for an earmark for the public safety complex through a request from Senator Velis' office – TBD on whether or not we receive it or where that request is from that process.

-- Do we request the Select Board to request an amount up to \$1M from the upcoming state budget; should we make a formal request/proposal to the Select Board?

--Scott recommends that a request should go through the Select Board on the next steps with requesting an earmark from the state with Senator Velis's Office.

-- Darcie makes a motion to request that the Select Board investigate funding at the State Level for the new senior center (economic development); Dennis and Janet will follow up with Chris to see if we need to meet with the Public Safety

9. Update on Public Safety Complex Committee (Chris)? When will members of the SCBC join PSBC?

-- We should talk to Chris about the next steps with the public safety complex and planning with the committee members

10. Any other items that cannot wait until the next meeting

-- Update on housing: need to wait on the land use planner; the land use planning company will reach out to interested committees for their respective needs.

11. Schedule next meeting – Meeting a month from now – November 14 at 12:30 p.m.

12. Adjourn – meeting adjourned at 1:18 p.m.