



## TOWN OF GROTON

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## Municipal Building Committee for Prescott School

Gregory Sheldon, *Chair*  
Anna Eliot, *Vice Chair*  
Halsey Platt, *Clerk*  
Bruce Easom, *Member*  
Gary Green, *Member*  
Annika Nilsson-Ripps, *Member*  
Becky Pine, *Member*  
Lynwood V. Prest, *Member*

**Town Manager**  
Mark W. Haddad

### Minutes

Date: February 11, 2016  
Time: 7 pm  
Location: Prescott School, 145 Main Street, Groton, MA  
Members Present: Greg Sheldon, Anna Eliot, Halsey Platt, Gary Green, Becky Pine, Bruce Easom, Annika Nilsson-Ripps, Lynwood Prest  
Others: Helene Cahen, Ann Wortman, Philip Marino  
Handouts:  
Agenda,  
January 13, 2016 draft minutes,  
January 25, 2016 draft minutes,  
2015 draft annual report,  
Whole Building Rehabilitation Scope of Work (H. Platt),  
Final Report to Board of Selectmen Executive Summary (G. Sheldon),  
Prescott Muni Com Outreach Report (B. Pine),  
Prescott Budget Workbook - Operating Revenue and Expenses With Senior Center (B. Easom)  
Prescott Budget Workbook - Operating Revenue and Expenses Without Senior Center (B. Easom)  
Prescott Budget Workbook – Existing Case (B. Easom)  
Scoping (A. Nilsson-Ripps),  
Architectural & Structural Code Review (L. Prest)

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Greg Sheldon called the meeting to order at 7:02 pm. Draft minutes were reviewed.

*Halsey Platt moved to approve the January 13, 2016 minutes with noted spelling correction. Bruce Easom seconded and the motion carried 5:0 (Gary Green abstains; Annika Nilsson-Ripps and Lynwood Prest absent).*

*Halsey Platt moved to approve the January 25, 2016 minutes. Bruce Easom seconded. In discussion, Gary Green moved to amend the motion by calling for correction to page two. Bruce Easom seconded and the motion as amended carried 4:0 (Bruce Easom and Anna Eliot abstain; Annika Nilsson-Ripps and Lynwood Prest absent).*

Greg Sheldon announced plans to address the Groton Board of Trade on February 17, 2016 regarding Prescott School matters. Sixty-three (63) people attended the Friends of Prescott event on February 6, 2016.

Annika Nilsson-Ripps entered the meeting.

The 2015 Draft Annual Report was reviewed. Edits made to the draft by making the final report delivery March 2016 generally, not a specific day in March. Also, the group corrected the appointing language section since the Committee was appointed by the Town Manager and ratified by the Board of Selectmen.

*Halsey Platt moved to accept the 2015 draft annual report with noted edits. Gary Green seconded and the motion carried 7:0 (Lynwood Prest absent).*

Halsey made his presentation of the Whole Building Rehabilitation Scope of Work document. He asked if this is what we submit to Daedalus for the whole building rehabilitation (full renovation). Halsey Platt's noted several important features in this document including keeping the floors, stripping away the tin ceilings, need for well insulated second floor to outfit the building for the long term. Is the boiler that was replaced 3 to 4 years ago suitable for the renovated building design? There will need to be civil engineering, floor joist testing, Mechanical, Electrical Plumbing Design (MEP), MEP engineering, parking design, etc. Halsey Platt asked how big a number do we want to start with? This was in response to Becky Pine's question about removing current concrete ramp

that is blocking lower level windows. If the main level does not need a ramp, then perhaps it could go. If the main level does need a ramp, then presumably we would keep this ramp.

Lynwood Prest entered the meeting.

Halsey Platt said that if this is a suitable scope of work, then there will need to be a vote of the Committee to authorize this work.

*Becky Pine moved to approve the whole building rehabilitation scope of work to be submitted to Daedalus to prepare an estimate for an amount not to exceed \$3,500. Bruce Easom seconded and the motion carried 8:0.*

Bruce Easom and Greg Sheldon met with Jeff Gordon of Exit Assurance Realty to gather current market rate information about what expected revenue might be from this building if rents were charged. The legal sized Excel spreadsheets drafted by Bruce Easom folds in Jeff Gordon's estimated market rate rents to project expected revenue. Bruce Easom commented that the office space rental rate is very close to the retail rental rate. The spreadsheets have taken off the utilities as the lessee would typically pay for their own utility costs. Annika Nilsson-Ripps can offer her newer schematic design. In Halsey Platt's experience, the \$10 to 15 per square foot rate is an annual rate and not a monthly rate as Jeff Gordon projected. Bruce Easom made those changes.

Halsey Platt leaves the meeting.

In the discussion of operating expenses, Lynwood Prest commented that the Townspeople are going to want to see a plan that is not going to operate at a loss or be revenue negative. Bruce Easom has not done a capital analysis instead the focus was the operating expenses and possible revenue. With the Groton Dunstable Regional School District covering the costs that they are for maintenance and utilities, they are essentially paying about \$4.45 per square foot a year. Post renovation, the GDRSD would be paying a similar amount for less space, but better quality space that would meet their expected needs.

What is the most revenue that certain spaces can generate in the immediate future? Let's keep this in mind to help make the future use of Prescott School feasible. If the revenue exceeds operating costs, then that surplus might go to the general fund or be used to pay off the capital renovation expenses.

\$75,000/year of CPC funds has to be dedicated to historic projects (the 10% dedicated bin). The competition for that dedicated bin would only be other historic projects.

Lynwood Prest provided an overview of Architectural & Structural Code Review that he has drafted for the final report. Lynwood Prest cautioned that changes to a single masonry wall for example would trigger comprehensive seismic testing and other code required explorations and upgrades.

Annika Nilsson-Ripps provided an overview of her Scoping section of the final report.

Becky Pine cautioned that the Senior Center is still investigating their strategic options and the Senior Center may or may not end up sited in the Prescott School. At the very least, let's not have the final report sections that lead with the treatment of the Senior Center.

Anna Eliot has assembled a list of outreach and survey entities but many of them are in Becky Pine's final report section. Becky Pine provided an overview of the outreach section of the final report.

Helen Cahen recommended that notwithstanding the historic nature of the building, she suggests efforts to "green" the building and site such as solar panels, community gardens, etc.

Greg Sheldon is looking at a target date of completion of the final report by March 1<sup>st</sup> with the presentation to the Board of Selectmen to be made within the first ten days of March. This Committee would be making a presentation at Spring Town Meeting in the Committee Reports part of the Town Meeting agenda. Greg Sheldon expects that sometime between the Board of Selectmen meeting and the Spring Town Meeting, there would be a Public Hearing or Public Meeting held by this Committee to inform the public.

Greg Sheldon asked the Committee to meet on Thursday, February 18<sup>th</sup> and also a four hour session on Saturday February 20<sup>th</sup> and then a final two hours on February 25<sup>th</sup> to complete the final report. The group will meeting on the 18<sup>th</sup> and then assess how much is left to complete. Annika Nilsson-Ripps volunteered to help with formatting and integration of graphics. Greg Sheldon asked for more narrative around some of the chapters. Bruce Easom checked in with the Community Preservation Coalition regarding what CPC monies could be spent on for the renovation. The answer was everything but furniture and carpet.

Next meeting: Thursday, February 18, 2016 at 7 pm.

*Bruce Easom moved to adjourn at 9:20 pm. Lynwood Prest seconded and the motion carried 7:0 (Halsey Platt absent).*

Notes by Fran Stanley