



**MAYOR'S BLUE RIBBON COMMITTEE  
ON BUILDING Re-USE MEETING  
Wednesday, October 18, 2006 at 7:30 a.m.  
City Hall, City Manager's Conference Room**

The Mayor's Blue Ribbon Committee on Building Re-Use met on Wednesday, October 18, 2006 at 7:30 a.m. at City Hall in the City Manager's Conference Room.

Present were City Manager John Bohenko, Economic Develop. Program Manager Nancy Carmer, City Council Representatives M. Christine Dwyer and Ken Smith. Public representatives Heather Hurtt Chair, Beth Shepard-Rabadam, Richard Cyr and Tom Heaney. Also present was Steve Parkinson, Public Works Director.

Steve Parkinson stated that he and Nancy Carmer have talked with Tom Heaney to try and get a better idea of what the Committee is looking for. I understand it to be long range numbers. What are the issues we need to look for if a building is leased over a 10 year period or 20 year period? Steve reported that his staff is primarily out in the field now and is unable to produce some of the numbers overnight. He has asked the consultant to put together their ideas especially on the Library. As soon as he can get the information together he will provide it to this Committee.

Tom Heaney referred to the numbers and in his opinion, if leasing the building, should look 20 years down the road and within this time a number of capital improvements that are going to be made those capital improvements should be self covered and need to be budgeted in the capital improvement fund.

The City Manager stated it will be a proforma of sorts when being discussed.

City Councilor Dwyer stated the need for different kinds of numbers depending on the different decisions which vary by building.

The first proforma the Committee will work on is the Library and Steve Parkinson will get most of the information together by the end of November.

The Chair stated that having these numbers in a kind of template and in some sort of consistency really helps everybody make a decision more clearly.

Councilor Dwyer referred to and discussed the Draft Scenarios for Financial Planning, the more they talked the more they realized there were more variations, a total of eight variations. The draft Scenarios includes examples of variables that would be used in each decision scenario. Not all variables would apply to all buildings.

Richard Cyr stated when making a recommendation to City Council we provide them with options.

Tom Heaney referred to PDA which would be a good model to follow, an extremely successful model. We have examples of how the City has done things in the past, we can follow.

The City Manager stated the Pease model is a very good one and may want to consider with much of our property because 50-100 year leases for the property is not such a bad thing.

The Chair asked what the Committee saw for the next steps?

Councilor Dwyer responded what kinds of things does this Committee think are important? And then as we go building by building we need to say which of these are appropriate for the Library and which do we want to present to the public for the Library, which are appropriate for the Children's Museum, what do we want to present, which options?

The City Manager suggested when we are ready to refine it, the ground lease will be interesting to us, and have Attorney Hinchey, the Attorney for Pease who has done this, sit with us when we are ready.

The City Manager referred to being careful of No.5 and suggested speaking with Legal Dept.

The Chair asked what does the Committee want to happen next in terms of the financial sub-committee, what would be the next steps?

Tom Heaney felt we have a template now and just apply it to a building.

The Chair stated following that format as the overlaying template, look at the scenarios to see what scenario goes with what building.

Tom Heaney referred to the scenario for the Library minus a line item for capital improvements, it would be approximately \$186,000/year just to maintain it. We need to look at the highest and best use of the property.

Councilor Dwyer suggested using the Library information as the next step to run through a number of these scenarios.

Councilor Dwyer agreed with Tom and one of the functions forgotten, another parallel to this is for this Committee to identify which, if any, are the uses that the City has consensus on. They are routed in the Master Plan.

The Chair suggested that Tom do the next reconfiguration for discussion at the next meeting.

**Guiding Principles** – The Chair presented the Committee with Principles for Acceptance or Acquisition and Retention of Property. Beth Shepard-Rabadam went through the edits to make sure all bullets were in parallel.

The Chair also presented the Committee with updated Goals & Deliverables clearly stating the Committee's goals for both Phase I and Phase II; Timeline with final recommendation to City Council. If you would like to serve on just Phase I, the Mayor will reappoint someone for Phase II or you may want to continue on both Phases, and a list of Committee meetings through April.

Councilor Dwyer suggested doing the Public Library, Lafayette School, then South Meeting House and then the other properties, the order is taking on importance in terms of work.

The City Manager agreed and said the South Meeting House should be toward the end of the list as they have extended their Lease to 2008 and suggested the Library, Lafayette School, Rock Street Garage, then the South Meeting House, Creek Athletic Club and Plains School.

Beth Shepard-Rabadam referred to the Principles for Retention of Property and/or Acceptance or Acquisition of a New Property presented to the Committee. Beth reported editing the 3<sup>rd</sup> bullet under actions for #2 to continue to evaluate real estate opportunities as they become available. Edited the 2<sup>nd</sup> bullet actions Item #2 to indicate the review of utilization of City owned properties

would be in the context of the 6 year Capital Improvement Plan (CIP). No.3 discussions of understanding the cost of land banking property and maintenance.

The Chair added to #3 is analyzing current or potential future use of property in context of location, zoning, size, scale and architecture which will be added.

Council Smith suggested changing the title “Principles for Retention of Property and/or Acceptance or Acquisition” delete the word “Acceptance”. The Committee agreed.

The City Manager stated that it is important to have guidelines in place. For the long term use of this document change the word “Principles” to “Guidelines”.

Richard Cyr asked if anyone has received any feedback?

The City Manager responded that inquiries coming in are being put in a book.

**Next Steps** – The Chair suggested the people working on the criteria mull over disposal to see what should be added or reworded and work on the Matrix.

Councilor Dwyer suggested guidelines for functions of the City based on the Master Plan.

The Chair referred to next steps looking at discussion of adding disposition, work on criteria and guidelines.

Richard Cyr suggested students putting together a report from information received. The City Manager stated this is a good idea, this was done for the South Meeting House and worked well.

The Chair suggested doing housekeeping in next steps.

Nancy Carmer presented the Committee with Information Sheets for the Heritage Museum (aka Player’s Ring) and the Connie Bean Center for the member’s binders.

There will be a site visit on Wednesday, October 25<sup>th</sup> at 7:30 a.m. at the Lafayette School and Rock St. Garage.

The Sub-Committee will meet on October 24<sup>th</sup> at 6:00 p.m. at Richard Cyr’s office.

The next meeting is scheduled for November 21, 20206 at 7:30 a.m. in the City Manager’s Conference Room.

**Approval of Minutes** – **MOTION** made by Nancy Carmer to accept the minutes of the October 4, 2006 meeting. Seconded by Councilor Smith. Motion passed.

Respectfully submitted,  
Heather Hurtt, Chair