

## Belmont Facility Strategy: Proposed Approach for Town Facilities

**The Challenge:** There is no comprehensive facility plan for Belmont's Town buildings or overall strategy for future use and improvements. Belmont citizens have not supported past proposals for building a new Town Hall (2003) or renovating the Mill as a Town Hall (2015). In 2017, Belmont voters indicated support for retaining the Mill for Town Offices and Community services or selling it, but there was no funding tied to the question.

**The Issue:** What's the best way to house our Town services, staff and community programs in the future and what will it cost? Belmont voters are concerned about the tax rate and committing to significant costs for town facility improvements.

**The Proposal:** Form a Belmont Facility Strategy Committee including engineering, design, office planning, real estate and economic development experience to address Town facility needs in a comprehensive fashion. Develop a basic Facility Assessment of Town-owned buildings, repairs and modernization and operating costs; and identify office space needs for Town staff and community programs. Based on this information, develop a series of facility options for future Town and Community service needs. Involve Belmont Selectmen and community in every step of the process.

Create a Facility Resource Group to assist the Strategy Committee. This broad-based citizen Resource Group would include members of past Town Hall and Mill Study Committees, Historical Commission, Library and community program representatives and interested members of the public. This group would assist the Strategy Committee in building upon findings from the PlanNH Charette in 2010, Town Hall and Community Revitalization Committees and the Mill, Police Station and Bank Building assessments. Resource Group members would also assist with planning public involvement activities to keep Belmont residents and staff informed and involved at each step of the process.

With a basic engineering/building estimate of all Town buildings for repair and reconstruction long-term and a estimate of office space needs based on accepted engineering standards, options can be developed for public review. We have time to look at the big picture and present a clear and well thought out range of choices for tax payers to consider.

### Proposed Timeline:

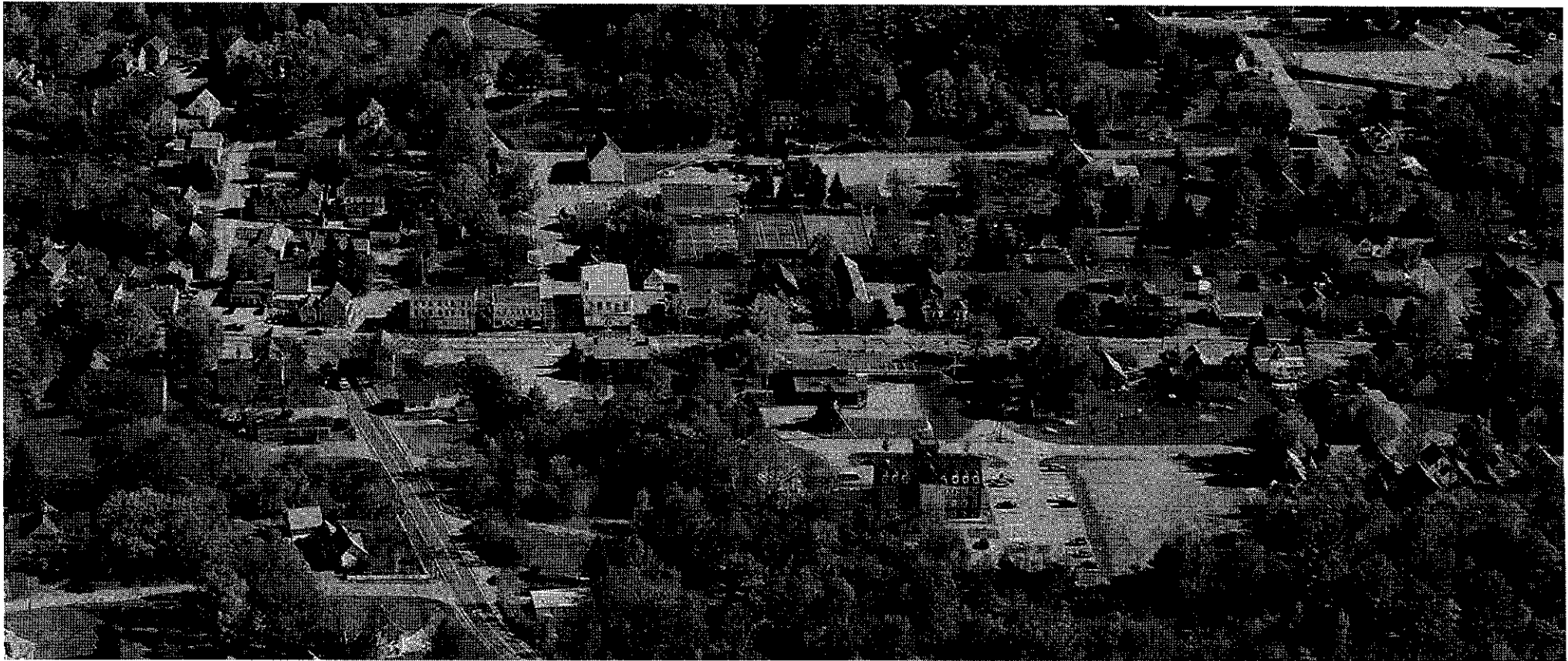
June 2017	Present Belmont Facility Strategy Proposal to Board of Selectmen and seek approval to form Strategy Committee and Resource Group
July	Complete forming Committee and Resource Group and hold initial meetings. Initiate public involvement using print and social media, develop public contact list and Town Selectmen and newsletter updates. Plan for public display and input at Old Home Day.
August	Open House for Facility Strategy at Old Home Day. Complete estimates on office space needs and review all facility studies and estimates for facility improvements. Continue community and Selectmen updates and outreach through all media.
September	Review any information gaps and seek assistance as needed to fill them. Develop initial/draft options for Facility Strategy and seek feedback from Board of Selectmen and Resources Group. Continue community and Selectmen updates and outreach.
October	Continue to refine draft Facility Strategy Options and share them in a Open House and Community Feedback Meeting. Use online survey to seek feedback and suggestions to help refine the Strategy. Continue community and Selectmen updates and outreach.

BOS mtg 6/5/17

## Proposed Timeline (Cont)

- Nov-Dec Draft Facility Strategy for Selectmen consideration and public input through Town Deliberative Session Ballot Question (not budget-dependent). Seek partners & grants.
- January 2018 Act upon feedback from Selectmen and public at Deliberative Session. Continue community and Selectmen updates and outreach. Refine Question for Town Meeting.
- Feb-March Conduct Facility Open House in late February/early March to explain Facility Strategy Question on Town Ballot and options Town Facility options. Continue community and Selectmen updates and outreach..
- April Based on results of Town Meeting Ballot, identify next steps for Facility planning and improvements and present to Selectmen. Seek partners and grants for next steps. Continue community updates and outreach.

A Proposed Approach to Help Guide Future Investment in Town Buildings  
**Belmont Facility Strategy:**



BOS m79  
6/5/17

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**The Issue:** What's the best way to house our Town services/staff and community programs in the future and what will it cost? Belmont voters are concerned about the tax rate and committing to significant costs for town facility improvements.

## **The Proposal:**

>**Form a Belmont Facility Strategy Committee** including engineering, design, office planning, real estate and economic development experience to address Town facility needs in a comprehensive fashion.

– **Develop a basic Facility Assessment** of Town-owned buildings, annual operating costs and repairs, and estimated renovation/improvement costs.

– **Determine office space needs** for Town staff and community programs.

– Based on this information, **develop a series of facility options** for meeting future Town and Community program needs.

– **Involve Belmont Selectmen and community in every step of the process.**

## **The Proposal:**

- **Create a Facility Resource Group** to assist the Strategy Committee.

This broad-based citizen Resource Group would include members of past Town Hall and Building Committees, Historical Commission, Library and community program representatives and interested members of the public.

This group would **assist the Strategy Committee** in reviewing the findings from the PlanNH Charette in 2010, Town Hall and Community Revitalization Committees and the Mill and Bank Building assessments.

The Facility Resource Group would **assist in planning public involvement** to keep Belmont residents and Town Committees, staff informed and involved at each step of the process.

**Involve Belmont Selectmen and community in every step of the process.**

## The Timeline:

- June 2017 - *Present Belmont Facility Strategy Proposal to Board of Selectmen.*  
- *Seek approval to form Facility Strategy Committee and Resource Group.*  
- *Offer three initial nominations for Facility Strategy Committee.*
- July - *Complete forming Committee and Resource Group and hold initial meetings.*  
- *Begin public involvement using print and social media, develop public contact list.*  
- *Provide Town Selectmen and newsletter updates.*  
- *Plan for public display and input at Old Home Day.*
- August - *Open House for Facility Strategy at Old Home Day.*  
- *Complete meetings with Town Departments and estimates on office space needs.*  
- *facility studies and estimates for facility improvements.*  
- *Continue Selectmen and Community updates and outreach through all media.*
- September - *Review any information gaps and seek assistance as needed to fill them.*  
- *Develop initial/draft options for Facility Strategy and seek feedback from*  
*Selectmen and Resources Group. Continue Selectmen & public updates and outreach.*

## **The Timeline:**

- Oct. 2017 - *Continue to refine draft Facility Strategy Options and share them in a Open House and Community Feedback Meeting. Use online survey to seek feedback and suggestions to help refine the Strategy. Continue Selectmen and community updates and outreach.*
- Nov-Dec - *Draft Facility Strategy for Selectmen consideration and public input through Town Deliberative Session Ballot Question (not budget-dependent). Seek partners & grants.*
- January 2018 - *Act upon feedback from Selectmen and public at Deliberative Session. Continue community and Selectmen updates and outreach. Refine Question for Town Meeting.*
- Feb-March - *Conduct Facility Open House in late February/early March to explain Facility Strategy Question on Town Ballot and options Town Facility options. Continue community and Selectmen updates and outreach.*
- April - *Based on results of Town Meeting Ballot, identify next steps for Facility planning and improvements and present to Selectmen. Seek partners and grants for next steps as needed. Continue Selectmen and community updates and outreach.*