

**MINUTES**  
**Sanbornton Building Construction Committee (BCC)**

**Meeting Date and Time:** Thursday, September 17, 2020 at 5:30 PM

**Meeting Place:** 573 Sanborn Rd (Town Office).

Nina Gardner called the meeting to order at 5:30 PM.

**Roll Call of Members Present in person at the meeting**

Regular Members present: Nina Gardner (Citizen Rep-Chairman), Steve Cobb (Citizen Rep-Vice Chair), Brendan Morrison (Citizen Rep), Jim Dick (Selectmen's Rep)

Regular members absent: Chuck Flanders (Citizen Rep), Ken Carleton (Employee Rep)

Others Present: None

**Review of Minutes**

A **motion** was made by Brendan Morrison and seconded by Steve Cobb to approve the minutes from September 10 with any changes. There was no discussion of the motion. Motion **passed** unanimously.

**Public Comment**

- a. Town Clerk/Tax Collector (TC/TC) Julie Lonergan addressed the Committee concerning the most recent H.L. Turner designs for the Town Office modifications. She explained that some of Town Clerk functions require privacy and should be separated from the rest of the Town Office business. She also noted that an exterior transaction window has been extremely beneficial during the COVID emergency and should be considered in the new design as well.
- b. Jim Dick proposed swapping the proposed locations for TC/TC and Planning/Assessing to create the desired separation. The vault would also be relocated next to the TC/TC office for ease of access. The change would also allow the addition of a second staff restroom to address that quality of life issue for the employees. This also aligns with the feedback received from the Town Administrator on the proposal.
- c. The Committee thanked Julie for her feedback.

**Old Business**

- a. The Committee reviewed the updated layout provided by H.L. Turner. They discussed the proposed changes to accommodate the TC/TC needs and their impact on the design. Brendan Morrison raised a concern about the lobby area, which extends about 6 feet further toward the roadway than the current building. He noted that it could impact parking and that there may be concerns from the State about encroachment on the roadway. He proposed setting the new section of the building back further in the lot to avoid this issue. The question will be posed to H.L. Turner when the feedback on the layout is provided to see if there is an option to do that.
- b. Nina Gardner provided a summary of her conversation with Belmont Police Chief Mark Lewandowski. Chief Lewandowski explained the approach that Belmont took in pursuing their new police station. Belmont chose to get the funding appropriated first, then moved forward on selecting a design. They also got the appropriation approved with permission for the Selectmen to pursue bonding – rather than committing to a specific bond amount. As it turns out, the project was estimated at \$3.5 million, but the final number came in at \$3.2

million, so the Town will be bonding a lower amount than expected. Belmont did a competitive solicitation for the design that received nine bids. Four firms were interviewed and it came down to two well-regarded firms. They ended up selecting BPS based on the price and quality of their work, and the fact that four members of the firm live in Belmont and felt a real connection to the project.

- c. The Committee discussed the plan for meetings and community engagement after the designs are received. A total of eight public meetings and one public hearing on the designs will be scheduled from October through December. There will be a series of press releases announcing the meeting dates and giving the community a chance to see the plans. The Committee will also investigate a video "tour" of the Town Office and Police Station to help residents understand the issues being addressed. Brendan Morrison will look for a local volunteer who could help produce a video. The Committee also plans to create a Facebook page where information and announcements about the proposals can be posted (along with the Town website).
- d. Committee agreed the next meeting will be September 24, 2020 at 5:30pm. It will be an in-person meeting at the Town Office. 573 Sanborn Rd.

A **motion** was made to adjourn the meeting by Brendan Morrison and seconded by Steve Cobb. Motion **passed** unanimously.

**Meeting adjourned at 7:22 PM.**