

MINUTES
Sanbornton Building Construction Committee (BCC)

Meeting Date and Time: Thursday, December 3, 2020 at 5:00 PM

Meeting Place: Online in accordance with Emergency Executive Order #12 (via Zoom)

Chair Nina Gardner called the meeting to order at 5:00 PM.

Chair Gardner read the following statement:

Good Evening, as Chairman of the Building Construction Committee, I am declaring that an emergency exists and I am invoking the provisions of RSA 91-A:2, III (b). Federal, state, and local officials have determined that gatherings of 10 or more people pose a substantial risk to our community in its continuing efforts to combat the spread of COVID-19. In concurring with their determination, I also find that this meeting is imperative to the continued operation of Town government and services, which are vital to public safety and confidence during this emergency. As such, this meeting will be conducted without a quorum of this body physically present in the same location.

At this time, I also welcome members of the public accessing this meeting remotely. Even though this meeting is being conducted in a unique manner under unusual circumstances, the usual rules of conduct and decorum apply. If you wish to speak, please wait for the Chair to recognize you, then state your name and make your statement.

Please note that all votes that are taken during this meeting shall be done by Roll Call Vote.

Let's start the meeting by taking a Roll Call attendance. When each member states their name, also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

Roll Call of Members Present on the Phone

Regular Members present: Nina Gardner (Citizen Rep - Chairman), Steve Cobb (Citizen Rep – Vice Chair), Chuck Flanders (Citizen Rep), Ken Carleton (Employee Rep), Jim Dick (Selectmen's Rep). None of the members had anyone else present with them.

Regular Members absent: Brendan Morrison (Citizen Rep),
Others Present: Budget Committee Members, Chief Steve Hankard, Justin Howe

New Business

- a. The Committee discussed the joint meeting with the Budget Committee. All felt that the Budget Committee was in support of the project and would endorse the final option. Jim Dick said that after the meeting, Ray Masse had contacted him to ask about early payment of the ARRA/Maple Circle bond. Jim checked and that bond is eligible to be paid off early. The outstanding balance is about \$104,000. Using money from the unassigned fund balance (UFB) to pay that out would offer an immediate tax relief of \$0.08 – because the \$0.10 drop from that bond is offset by adding another \$100,000 to the amount being bonded which raises that impact about \$0.02. The Members all agreed, though, that an \$0.08 drop now was better than the promise of a \$0.10 drop two years from now.

Old Business

- a. The Committee went back to reviewing the options and costs. Nina said that she had talked to Keith McBey, who indicated that price for lumber was coming down and the price of steel seemed to be stabilizing – but not enough to change the cost estimates. She asked him about his statement at the beginning of the process that adding to the Town Office would be the cheapest option, and he said that probably was not an accurate statement. He did agree, however, that building a standalone Town Office (Option 4) would be cheaper than a standalone PD because it's more of a standard construction. He also confirmed that the Town Office was a very suitable building for the PD. He said the cost of renovating the building for the PD would be cheaper than building a new one.
- b. Steve Hankard raised a concern about the sequencing of the project in the case of Option 1 or Option 4. The concern is that the project runs into unexpected cost overruns, that don't leave enough to do the required work for the PD – which is the primary (but not singular) focus of the effort. He and Justin Howe both are worried that there will be the typical overruns which could put the PD work at risk. Steve Cobb pointed out that both options include contingency funds of around \$200,000. There is also funding available in the Town Building Improvement and Design CRF that could be used if absolutely necessary. Jim Dick recommended the Committee ask BPS and HL Turner to take another walk through the two potential building sites and just confirm that the right amount has been included for the site work. The Members agreed that having them take another look made sense.
- c. Nina gave her view of the options. She said that Option 3a (standalone PD, renovate Town Office without fire suppression) provides room for future growth and solves the phasing problem and the risk of not having enough for the PD portion of the project. She said Option 1 solves more issues, but she has become more worried about the growth potential and parking issues. Chuck Flanders asked if the Currier Rd parking area was in the pricing for Option 1. Jim Dick said he did not know. Steve Cobb suggested we ask BPS. Chuck pointed out that it was pretty much required to make Option 1 work and the cost has to be accounted for.
- d. Justin Howe asked about the possibility of bonding just the standalone PD and using the UFB to pay for the Town Office renovation outright. He felt the lower amount for the PD bond might encourage more voters to support it. He said a lot of people he has talked to are concerned about another tax increase. Jim Dick pointed out that even the lower amount for the PD wouldn't be tax neutral – that can only happen with a 20-yr bond, which he didn't feel the Budget Committee would support. They were unanimous in wanting a 10-yr bond for the cost savings and the flexibility. The Members discussed the proposal and in the end decided that presenting everything in one article made the most sense.
- e. Jim Dick asked what the Committee wanted to present to the Board of Selectmen: A single option or a choice? Nina said the Town Meeting will already be long – presenting another choice just makes it more complicated. Jim Dick asked who the Committee wanted to make the design choice: us or the BOS? Chuck Flanders agreed that it would be best to offer just one option – but he wasn't sure which one to recommend yet. Steve Hankard said that in his experience, it's better to do the research and make a single recommendation than to ask the BOS to choose. Jim Dick agreed and said he believed that people will trust the decision if the Committee, the Budget Committee and the BOS are support it unanimously. Ken Carleton agreed with a single option – but how do we decide?
- f. Nina asked to review the options and cost spreadsheet again. She said the order of the articles makes it difficult because the bond was before the vote on using the UFB. Steve

Cobb asked why the UFB couldn't just be included in the same article. Jim Dick found an NHMA reference that pointed out that other funding sources should be specified and approved in the bond article. So the \$600,000 being requested from the UFB will be included in the warrant article.

- g. The Committee discussed some of the potential problems that could be encountered during construction and the contingencies. Jim Dick said he sees three basic choices: 1, 3s, or 4. We can't afford 3b with the fire suppression at Town Office. And between 3a and 4, he thought it made more sense to put Town Office up on the hill to eliminate the parking problems and to put the people who would use Old Town Hall the most, closest to it. Steve Cobb said he still prefers Option 1. He said the issues raised about the option are valid, but that people may be making more of them than is really warranted. He used the example of water intrusion: he said he checked with the employees and they said the water doesn't actually get in the building. Water is definitely a concern, but maybe not that big of an issue. Chuck Flanders said he is leaning toward a standalone building. He felt Option 1 was limiting for the future and didn't help the parking situation. Ken Carleton said he is leaning toward Option 4 because of the improvement to parking and increasing use and attention for Old Town Hall. Steve Hankard said he prefers a standalone solution, despite initially favoring Option 1. He is concerned about the growth potential and parking as well. He isn't too happy with the sally port placement if the Town Office gets converted – he is worried about a tow truck being able to access the sally port to tow impounded vehicles, but it would be less of a concern in Option 4 because the number of people parking in the area would be much smaller. Nina Gardner said she has moved away from preferring Option 1 because of issues with the site, but for her Option 3a, 4, and Option 3 are still on the table.
- h. Jim Dick asked about next steps. All agreed to ask BPS and HL Turner to walk the sites and confirm the site work estimates. Jim asked about getting Doug Proctor to do a new drawing for a standalone building behind Old Town Hall – but which option? The side elevations will be very different between Option 3a and 4. Justin Howe said that Option 4 probably makes the most sense both architecturally and from a practical standpoint. There was discussion among the Members, and there was consensus to pursue Option 4. Jim Dick then asked about placement, since the preliminary elevation sketch he did of a “docked” building didn't seem to please many people – and the design of the Town Office would probably be different (entrance on a gable end) if it was a standalone building. The Committee talked about the various options. Jim suggested that it could be placed up in the field, back toward the boundary with Lot 47. It would still be accessible, but out of the way and it wouldn't impact the skyline behind the three historic buildings – which was one of the stated purposes for purchasing the land. There was agreement that was a good place to start. Nina Gardner will contact BPS about the site walk, and Jim Dick will contact Doug Proctor about a new drawing for a standalone Town Office.
- i. The Committee agreed that the next meeting will be on Tuesday, December 8 via Zoom at 5:00 P.M.

Review of Minutes

A **motion** was made by Steve Cobb and seconded by Chuck Flanders to approve the minutes from December 1 with any changes. There was no discussion of the motion. Roll call vote: Gardner – Aye, Cobb – Aye, Flanders – Aye, Carleton – Aye, Dick- Aye. The motion **passed** unanimously.

A **motion** was made by Steve Cobb and seconded by Ken Carleton to approve the minutes from November 23 with any changes. Jim Dick said he had received a correction from Steve Cobb, who had been omitted from the list of attendees during the roll call. Roll call vote: Gardner – Aye, Cobb – Aye, Flanders – Aye, Carleton – Aye, Dick- Aye. The motion **passed** unanimously.

A **motion** was made by Steve Cobb and seconded by Chuck Flanders to approve the minutes from December 1 with any changes. There was no discussion of the motion Roll call vote: Gardner – Aye, Cobb – Aye, Flanders – Aye, Carleton – Aye, Dick- Aye. The motion **passed** unanimously.

A **motion** was made by Steve Cobb and seconded by Chuck Flanders to adjourn. There was no discussion of the motion Roll call vote: Gardner – Aye, Cobb – Aye, Flanders – Aye, Carleton – Aye, Dick- Aye. The motion **passed** unanimously.

The meeting adjourned at 7:41 PM.