

MINUTES
Sanbornton Building Construction Committee (BCC)

Meeting Date and Time: Thursday, September 10, 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), Ken Carleton (Employee Rep), Jim Dick (Selectmen's Rep)

Regular members absent: Chuck Flanders (Citizen Rep)

Others Present: None

Review of Minutes

A **motion** was made by Steve Cobb and seconded by Brendan Morrison to approve the minutes from August 27 with any changes. Two updates were made. Motion **passed** unanimously, with Jim Dick abstaining.

Old Business

- a. The Committee reviewed the preliminary layout provided by H.L. Turner. Steve Cobb noted that the Finance Officer was left off the space assignments for the Town Office, as was the Rec Coordinator. There is also no window in the proposed Welfare office. The Server Room was left off the Police Department plan. Nina Gardner noted that there were no lockers for the PD in the plan, but there is a shower. Overall, the plan seems adequate to address the safety, security, and space concerns. The Committee will request the Town Clerk and Town Administrator review the plans and provide any feedback to H.L. Turner by September 17. The Committee still expects the designs to be done by October 12.
- b. Keith McBey left a copy of the Belmont PD plans for comparison by the Committee. The Committee felt the size and comprehensive nature of our design compared favorably with Belmont, which is significantly larger.
- c. Nina provided a copy of a presentation prepared by the Tilton Police Station Building Committee. It provides an overview of their process, needs, and approach. Nina also spoke to Kevin LaChapelle, chair of the committee, to get his thoughts on their process. One interesting approach by Tilton was to seek donations to offset the cost. They were focused on the business community, but were accepting private donations. The Committee agreed that it has already adopted the approach outlined in the Tilton presentation to deliver a clear, coordinated message to the public.
- d. The Committee discussed the timeline for public engagement. The earliest date for a bond hearing is January 8 and the latest date is February 22. It was agreed that the Board of Selectmen should decide on a final design by January 8 to allow sufficient time for public engagement. The Committee plans a series of public meetings and a public hearing from October – December to engage the public and get feedback on the two designs. There will also be open houses of the current facilities – the details for conducting them during the COVID emergency will be worked out. The schedule will be finalized at the next meeting.

- e. The Committee discussed some of the names of key people that should be engaged directly on the project to get their endorsement/feedback. The list will be finalized at the next meeting.
- f. Committee agreed the next meeting will be September 17, 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 Ken Carleton and seconded by Steve Cobb. Motion **passed** unanimously.

Meeting adjourned at 6:53 PM.