

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

**Meeting Date and Time:** Saturday, November 14, 2020 at 10:00 AM

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

Nina Gardner called the meeting to order at 10:05 AM.

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), Chuck Flanders (Citizen Rep), Steve Cobb (Citizen Rep - Vice Chair), Brendan Morrison (Citizen Rep), Ken Carleton (Employee Rep) (Training), Chuck Flanders (Citizen Rep), Jim Dick (Selectmen's Rep). None of the members had anyone else present with them.

Regular Members absent: None

Others Present: Sheila Kufert, Cliff King. Chief Steve Hankard, Sanbornton PD.

**Design Concept Presentation**

Nina Gardner welcomed the members of the public who were present to hear the Committee's presentation on their two design recommendations for the Police Department and Town Office. There was a total of nine residents present.

- a. Nina began the presentation by providing an overview of the Committee's history and charter, and she introduced the members of the Committee. Brendan Morrison covered the safety and security issues with the Police Department and showed some photographs of the current conditions.

- b. Nina Gardener presented the summary of issues with the current Town Office space. She asked if either Cliff or Sheila had any comments. Cliff King said that he had no major questions – he had read the report and it was very thorough. He said his main concern was keeping the cost down to keep the tax impact low, and he was also interested in the new option that had been presented. He said he thought the communication about the Committee’s work had been excellent. Nina said the Committee was definitely keeping cost as a key factor, and that the goal was to get the Town the space it needs at the best cost.
- c. Nina began the presentation of the two design options, beginning with Option 1 – the expansion/renovation of the current Town Office building and then Option 3b, the standalone PD building. Jim Dick provided an overview of the proposal submitted by Justin Howe, which was a variation of Option 3b. Jim explained that it would sit the new PD building directly behind and in line with Old Town Hall, to create a “longer” building, with a matching roofline and architectural style. He explained the hope that it could save money on site work (shorter access road) and through the reuse of material removed for excavation.
- d. Jim Dick discussed the financing of the project and the estimates for total cost and tax rate impact, based on information received from the New Hampshire Municipal Bond Bank. He explained that the current rates are much lower but that NHMBB uses the higher rates in estimates as a hedge against future changes. If a bond was approved in March, the Town could get rates as low as 0.87% on a 10-yr bond or 1.67% on a 20-yr bond (versus the 2.25%/3.0% NHMBB used in their estimates). That could reduce the tax impact to as low as \$0.05 per \$1,000 of assessed value on a 20-yr bond for Option 1. Cliff King said that the true cost of the project is somewhat masked by rolling forward the payment from the highway garage bond. Although the plan is clearly explained, the real magnitude of the cost isn’t so apparent because part of it is already in the tax rate. The issue is that when a bond expires, that money tends to get used to fund something new rather than go back to reduce the tax rate. He said personally he would prefer the shorter-term bond with less interest cost, but that he could go either way. Jim Dick pointed out that the Committee is going to do a line-by-line review of the detailed cost estimate to look for any prudent opportunity to reduce cost. Cliff King said he was confident in the Committee and he certainly understands the needs.
- e. Chief Steve Hankard noted that the idea of a new PD building dates back to the construction of the Life-Safety Building. The PD facilities there were designed to be administrative, not operational. Pushing off the move to a proper facility just extends the risk. Cliff King pointed out that putting the PD behind Old Town Hall almost makes it “hidden”, instead of clearly visible like it is in Option 1. Chief Hankard acknowledged that it wouldn’t be as obvious, but he felt the location of the entrance further down on Meeting House Hill Rd allowed that to be addressed with proper, prominent signage. Steve said there are pros and cons to both options but that Option 1 probably has a bigger negative impact on parking at the Town Office building.
- f. Cliff King said he hears parking brought up a lot and asked if there were any aerial views of the proposed options. Jim Dick showed the plot plan of the Town land around the current Town Office and Life-Safety Building from the Committee report, and pointed out the location of the proposed addition and where additional parking could be added above the fire pond. Then he showed Justin Howe’s proposal for the siting of the PD behind Old Town Hall.
- g. Nina Gardner asked for any additional feedback. Sheila Kufert said that she knows first-hand how bad the storage issues are for the PD, and agrees that they need to be addressed. She said she wouldn’t mind paying an extra \$50 a year in taxes if it took care of

the problems and brought the Town's PD into the 21<sup>st</sup> century. She said that she prefers Option 1 because there is more traffic on Route 132 than on Meeting House Hill Rd, and the PD would have more visibility. She said the Square is easy to miss and keeping the PD with the Town Office would help. She said she doesn't want to pay more taxes, but there is no better time to borrow money. She said she was concerned about Option 3b limiting the use of Old Town Hall for activities like the Artisans Group. Jim Dick clarified that nothing in Option 3b would impact the use of Old Town Hall – even the construction under Justin Howe's option would simply "tie in" the back of the building to the new PD, and not restrict use of the facility. He pointed out that the building is getting more use than ever now, with Town committees and boards using the facility 1-2 nights per week due to COVID. This has proved that it's a perfectly suitable space for meetings, and that having the PD nearby would actually increase usage since it could double as a training room. Sheila thanked him for the clarification and said she was glad to hear it, and that it should be made clear as part of Option 3b.

- h. Nina Gardner thanked the participants for attending. There was no motion to adjourn but the Zoom meeting was terminated at 11:17 AM.