

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

**Meeting Date and Time:** Thursday, November 23, 2020 at 5:00 PM

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

Nina Gardner called the meeting to order at 5:04 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), Brendan Morrison (Citizen Rep), Ken Carleton (Employee Rep), Jim Dick (Selectmen's Rep). None of the members had anyone else present with them.

Regular Members absent: Chuck Flanders (Citizen Rep)

Others Present: Paul Dexter

**Review of Minutes**

A **motion** was made by Brendan Morrison and seconded by Ken Carleton to approve the minutes from November 19 with any changes. There was no discussion of the motion. Roll call vote: Roll call vote: Gardner – Aye, Cobb – Aye, Morrison – Aye, Carleton – Aye, Dick- Aye. The motion **passed** unanimously.

**New Business**

- a. The Committee reviewed the cost reduction options that Keith McBey (BPS) provided for consideration. Jim Dick reviewed the items and how they applied to the project. The Committee members discussed the pros and cons of some of the proposed reductions. Paul Dexter said he thought the plan to keep the piping for fire suppression in the renovation

plans for Option 3b (while removing the cistern and pump) made sense. He also said that there might be grant money available to add the rest of the suppression system after the fact. He also felt that grants might be available for generators at both locations as well.

- b. Chuck Flanders joined the meeting at 5:17 PM.
- c. Brendan Morrison was concerned about the proposed reductions to the mechanical system. Jim Dick explained that the reduction eliminated optional features like UV sterilization and included reuse of some of the components like ducting – but that there was still \$75,000 in the budget for mechanical work, so the system would get the work it needs. The Committee agreed to ask Chief Hankard about eliminating the store-front (clear glass) door between the PD lobby and replacing it with a solid metal door.
- d. Paul Dexter noted that he has had a good experience with BPS on the project to add showers and the security entrance to the Life-Safety Building, but that the Town would have to be vigilant with checking the quality of work of their subcontractors. BPS has addressed all the issues that were identified, but the push for the “cheapest” price means getting the lowest bidder, not necessarily the best.
- e. Steve Cobb asked where things stood with Option 1, since all the discussion has been around Option 3b. Jim Dick said that Keith didn’t provide any options for cost reduction on Option 1, although some of them could apply.
- f. Nina Gardner brought up the tax impacts of the new pricing for the options. She is still concerned that they would be a tough sell at Town Meeting to voters who just saw a \$0.96 increase to their tax rate. The Members agreed that cost and tax rate are critical items, and that the discussion about them needs to be very clear. Jim Dick provided an overview of how the other expiring bond payments could be applied to reduce the tax impact of the project. By the third year of bond payments, they could reduce the tax impact another \$0.19 – assuming the Town doesn’t undertake any other large projects that require bonding. Nina Gardner asked Paul Dexter how he felt about the approach of “rolling” bond payments into the project. He said that he worries about other future projects, especially unforeseen ones, that could add to the tax rate in the future, but that he supports the idea in general.
- g. The Members reviewed some of the financing numbers and the impact that money from the Unassigned Fund Balance (UFB) could have on the tax rate. All of the options have a 10-yr impact of \$0.35-\$0.45. Essentially, \$700,000 from the UFB reduces the tax rate impact of any of the options by about \$0.15 on a 10-yr bond or \$0.09 on a 20-yr bond. There was discussion of Justin Howe’s position of only doing the PD building in order to keep the tax rate impact at zero. Jim pointed out that can only happen with a 20-yr bond, while most people who have expressed a preference preferred a 10-yr note to keep the total cost lower.
- h. Chuck Flanders departed the meeting about 6:30 PM.
- i. Jim Dick provided some rough conceptual elevation views of Option 3b or Option 4 sited directly behind Old Town Hall. The Members generally agreed that one long rough line was not architecturally attractive. Keeping the existing kitchen on the back of Old Town Hall separate and placing the entrance (either PD or Town Office) closer to the Old Town Hall end of the new building seemed to help break up the elevation better. Brendan Morrison pointed out that the roofline on the Old Town Hall is very high, and suggested that any new building wouldn’t need to be that tall, as it would be wasted space. Jim Dick pointed out that would result in different window sizes for the two buildings, which some people might find objectionable. It was agreed that it would be up to an architect to offer some acceptable solutions if that option was selected.
- j. Jim Dick brought up the warrant article that was used to purchase the land. It was approved at Town Meeting in 2006, “...for the purpose of protecting the horizons behind the three

historic buildings and preparing a site for a future Town Office Building". Town Counsel believes that wording is broad enough to allow a PD building to be built, but the provision about "protecting the horizons" is more difficult. That might require a placement of a building anywhere else besides behind Old Town Hall far back on the property to ensure it's not visible from the road. The Members discussed various placement options. Paul Dexter said he recalled another article to purchase more land around 2012. Nina Gardner located the warrant article, which purchased the remainder of Map 26 Lot 47 as well as Lot 67 (where the proposed access drive would go). There were no conditions in the article for that purchase. Jim said that it looked like the original land purchased in 2006 (from Lot 47) had been merged into the rest of the Town property as Lot 45.

- k. The Committee discussed the next meeting. Jim Dick will offer the Budget Committee a brief on the Committee's work for either December 1 or December 3, and he will report back on what they say.

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

**Meeting adjourned at 7:00 PM.**