

MINUTES

Sanbornton Building Construction Committee (BCC)

Meeting Date and Time: Thursday, November 7, 2019 at 6:00 PM

Meeting Place: Meeting Room, Life-Safety Building

Nina Gardner called the meeting to order at 6:02 PM

Roll Call

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), Brendan Morrison (Citizen Rep)

Regular Members absent: None

Others present at the meeting: None

Review of Minutes

- a. The Committee reviewed the minutes from the meeting on 10/24/30. Jim Dick made a motion to accept the minutes with any corrections. Brendan Morrison seconded the motion. One typographical error was noted. **Motion** passed unanimously.

New Business

- a. Nina Gardner asked for feedback/opinions on the 10/24 meeting with Keith McBey from BPS. Chuck Flanders said that he thought it was very encouraging and the Keith showed willingness to work with the Committee. Steve Cobb said it provided good insights, and Keith was very open. The general consensus was that it was a positive and productive meeting, and very encouraging.
- b. Nina Gardner presented a list of topics that she felt the Committee needed to address, and to lay out a working plan and timeline to complete. The list included:
 - Develop a list of space needs based on Space Needs study, previous Town Office Complex design, and interviews with relevant Department Heads
 - Plan an open house to let residents see the space issues first hand/get feedback
 - Create a Town-wide survey to gauge resident support/issues (including price) to help frame any building proposals
 - Perform a detailed analysis of the current/projected budget (including debt service) and create a table/guide to help assess cost impacts on the tax rate
 - Pursue any "non-traditional" solutions (such as "renting" holding cell space in other Towns) to come up with some options to help reduce costs
 - Create an engagement plan to keep residents informed: announcements, Annual Report, Town Meeting, etc.

Concerning the space needs, Steve Cobb said that the Committee needed to understand both the needs and the options before making any recommendations. As an example, he asked why we couldn't just expand the current footprint of the Police Department rather than move them. Nina Gardner said that one of the H.L. Turner studies outlined the reasons that it wasn't feasible. All agreed that those types of questions need to be asked and answered for the public.

- c. On the topic of surveying the Department Heads to determine space needs, Steve Cobb asked if BPS might have a “standard” survey they use with their clients to help determine needs. Nina Gardner will contact Keith McBey to ask. If not, the Committee agreed that it would create its own survey with a focus on what is lacking in the current Town Office, rather than opening things up to a wish list of items.
- d. The Committee agreed that it would like to take a tour of the current Town Offices. Not all members have seen all of the spaces. Jim Dick will coordinate with the Town Administrator for a tour.
- e. In discussing the way ahead, Brendan Morrison recommended a formal announcement in the papers to let Residents know the Committee is at work. Steve Cobb and Brendan Morrison will work on a draft press release for review at the next meeting.
- f. On the topic of a Town-wide survey, Jim Dick proposed something similar to the survey done by the Franchise Agreement Advisory Committee last year. It can be made available online as well as in hard copy at locations around Town. Jim Dick and Ken Carleton will work on a draft of the survey for the Committee to review in two weeks.
- g. The Committee laid out a work/meeting plan that extends to the beginning of January. The focus will be on collecting information and beginning to develop a list of space requirements. The expectation is that by early January, the Committee will be ready to engage with BPS again to work on translating the requirements into an initial layout.
- h. Steve Cobb suggested that the Committee walk the proposed building site (the Town property behind the Old Town Hall) before the snow in order to have a better appreciation of the lay of the land. It was agreed that the Committee will take a walking tour of the site on Sunday, November 10 at 11:30 AM.
- i. The next regular business meeting will take place on Thursday, November 17 at 6 PM at the Town Office. Following the tour of the offices, the Committee will adjourn and reconvene at the Life-Safety Building.

Old Business

None

A **motion** was made by Steve Cobb to adjourn the meeting, seconded by Chuck Flanders. **Motion** passed unanimously.

Meeting adjourned at 7:45 PM.