

MINUTES
Sanbornton Building Construction Committee (BCC)

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

Meeting Place: Online in accordance with Emergency Executive Order #12 (1-425-436-6394, 554608#)

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

Regular Members absent: Ken Carleton (Employee Rep)- Out on fire call.
Others Present: Keith McBey, President, BPS Engineering

Review of Minutes

A **motion** was made by Jim Dick to accept the minutes from the April 9 meeting, with any corrections. Motion was seconded by Nina Gardner. There was no discussion. Roll call vote: Gardner – Aye, Cobb – Aye, Morrison – Aye, Flanders – Aye, Dick -Aye. The motion **passed** unanimously.

Old Business

- a. Nina thanked Keith McBey for meeting with the Committee again. Keith presented Options 5 and 6, as discussed at the last meeting. Keith split Option 5 into two parts. Part 1 would build a standalone Town Office in the field behind Old Town Hall. It would be single-story and approximately 3750 sq ft. The cost for that, with fire suppression, would be about \$2.1 million. Part 2 would be the renovation of the current Town Office as the Police Department. The cost for that would be about \$1.4 million, resulting in a total Option 5 cost of \$3.5 million.
- b. Option 6 would be to renovate Old Town Hall and turn it into the Town Office. The cost for that, with fire suppression, is about \$1.6 million. Jim Dick asked Keith if that included the additional 30' x 45' addition that had been discussed to add needed space. Keith said it did not, and he could recalculate with that addition included. Chuck Flanders pointed out that to get the total cost for Option 6, you have to include the renovation cost for the Police Department, bringing the total cost of Option 6 to \$3.3 million.
- c. Nina Gardner discussed Option 3, which addresses the "hard and fast" requirement to update the PD facilities for safety. Keith also noted that for the previous Option 3 (standalone PD building on the hill), he did not include a cost to renovate the existing Town Office (reconfigure for better use of space) and he would come up with a number for that. Nina noted that as a minimal effort, the Town Office could forego renovation to keep the cost down.
- d. Steve Cobb asked about the "ADA Allowance" of \$25 thousand that was included under Option 6. Keith said that was a reservation for some type of work to make the building ADA compliant. That could be ramp work to provide access to both levels. Keith noted that some sort of elevator/lift would probably be more practical, even though it requires some additional space and cost. A minimal elevator (like the one at the Library) would provide the best ADA access and also provide a convenient way to access the increased storage in the new basement. Keith said he would include an elevator in a revised cost for Option 6, but as a separate line so it can be pulled out easily. Jim Dick noted that removing an elevator wouldn't necessarily eliminate all the cost, since ADA access would still have to be addressed.
- e. Keith McBey said he would update the cost for Option 6 (add the additional space, elevator/life) as well as providing a cost for renovation of the existing Town Office as part of the cost for Option 3. Keith left the call at 5:27 PM.
- f. Nina Gardner brought up the issue of fire suppression, and that all of the options being reviewed include it as a default. Brendan Morrison asked about the code requirements. Jim Dick summarized the information provided by Fire Chief Dexter at the last meeting: it is a code requirement for the PD (prisoner cells have to be protected) and "optional" (but very strongly recommended) for any standalone Town Office. Nina mentioned the option to extend fire suppression from the proposed systems to adjacent buildings (Town Office/PD to Life-Safety Building, standalone building to Old Town Hall). Jim reminded the Committee that Keith said it was a possibility, but it is not priced into any of the options. Jim Dick will summarize all six options in a table to show cost, square footage, etc. to make it easier to compare the options.
- g. Nina mentioned the ongoing uncertainty with the virus situation. She reiterated her belief that the Committee should press on with its work and deliver recommendations – then let the Selectmen decide if/when to push a proposal forward for the residents to consider. The Committee agreed that nothing in its charter has changed and they will stick to their original timeline as much as possible.
- h. Steve Cobb asked about the Federal grant submission that the Town put in for Old Town Hall. Jim Dick explained that it was to build the foundation/basement under Old Town Hall, add a fire suppression system, and update the mechanical and electrical to have building-wide heating and air conditioning. It was only for the existing structure – it did not include the 30'x45' addition that was proposed under Option 6. If the grant gets approved, then it will certainly be something to factor into the Committee's decisions. Jim said there was no clear timeline for a decision on the grant, which was just submitted last week.

- i. Nina brought up the next meeting, when Police Chief Hankard is scheduled to discuss his department's needs and the rationale/justification behind them. Nina noted that the existing reports, particularly the Primex report, don't really seem to be as definitive as they could be. Nina asked everyone to review the Primex report before the next meeting. Chuck Flanders said that he doesn't have a full copy – just the odd pages. Nina will ask Chief Hankard or the Town Administrator for a full copy and distribute to everyone. Brendan Morrison suggested asking Chief Hankard to review the report and discuss it with the Committee next week. Nina will talk to him.
- j. The next meeting will be on Thursday, April 30, at 5:00 PM.

A **motion** was made by Brendan Morrison to adjourn the meeting, seconded by Steve Cobb. Roll call vote: Gardner – Aye, Cobb – Aye, Morrison – Aye, Flanders – Aye, Dick -Aye. Motion **passed** unanimously.

Meeting adjourned at 5:58 PM.