

MINUTES
Revised Draft 4/8/2020
Sanbornton Building Construction Committee (BCC)

Meeting Date and Time: Thursday, April 9, 2020 at 6:00 PM

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

Nina Gardner called the meeting to order at 6:02 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), Ken Carleton (Employee Rep), Jim Dick (Selectmen's Rep). None of the members had anyone else present with them.

Regular Members absent: None

Others Present: Keith McBey, President, BPS Engineering; Fire Chief Paul Dexter

Review of Minutes

A **motion** was made by Steve Cobb to accept the minutes from the March 26 meeting, with any corrections. Motion was seconded by Brendan Morrison. Steve Cobb confirmed that the revised version of the minutes Nina Gardner provided to the Committee captured his corrections. Roll call

vote: Gardner – Aye, Cobb – Aye, Morrison – Aye, Flanders – Aye, Carleton – Aye, Dick -Aye.
The motion **passed** unanimously.

Old Business

- a. Nina thanked Keith McBey for meeting with the Committee again. Keith said he believed he had three tasks after the last meeting: check the numbers for site prep, look at sally port placement, and come up with an option for a new Police Department building on the hill. He said he looked at putting the sally port on the right of the existing Town Office building, but it just didn't work with the parking. Instead, he came up with "Option 4".
- b. Option 4 adds a 3750 sq ft, single story expansion completely to the left of the current building (toward the fire pond). It provides 2750 sq ft for the PD (including a single sally port) and an additional 1000 sq ft for the Town Office. It also adds additional parking in front of the building to keep the number of spaces the same. The cost for Option 4 is \$2.18 million, plus \$372K for a fire suppression system.
- c. Option 3 is a single story, 2750 sq ft standalone building in the field behind Old Town Hall. It includes the cost for an access road, septic, and a well. The price for Option 3 is \$1.4 million plus \$332K for the fire suppression system. That did not include the cost of any renovation at the existing Town Office building.
- d. Keith said that he believes with either option, the fire suppression system would be adequate to extend coverage in the future to either the Life-Safety Building (Option 4) or Old Town Hall (Option 3).
- e. Jim Dick said he thought Keith answered all the questions from the last meeting, and that the two new options he presented are interesting.
- f. Nina Gardner noted that when you compare Option 4 to the price for Option 3 plus some amount of renovation to the existing Town Office, then Option 4 becomes attractive from a cost perspective. Ken Carleton pointed out that the price difference between Options 3 and 4 really isn't that much when you consider it being spread out over a 20-year bond. Making the choice that is best overall for the Town is more important, including considerations like parking space.
- g. Nina asked Keith to consider a new "Option 5", which would be to build a standalone Town Office building (3750 sq ft) up on the hill, and spend the money to renovate the existing Town Office as the PD (per the plan from 2019). Steve Cobb asked Keith about the cost difference between building a new PD building and building a new office building. Keith said an office building is cheaper, but since these are order of magnitude costs, it really won't make a big difference in the comparison. He did believe, though, that renovating the existing building for the PD was still the most cost-effective way to go.
- h. Paul Dexter asked for clarification on the cost of extending the fire suppression to the other buildings. Keith stated that it is not in the costs he presented, but it could be an option to consider in the future.
- i. Nina asked Keith to also consider an Option 6 – which is converting the Old Town Hall into office space. She said that it is something that the Committee needs to consider for completeness – not that it's a very viable option. Still, it is worth looking at so we have it available to compare to the other options.
- j. Steve Cobb asked about the option to include the sally port in Option 4 in the right, rear corner of the existing building. That would potentially only impact one parking spot on that side of the building, and it would put the port furthest away from the public. The PD functions could be consolidated in the existing building, and the addition (plus some of the existing space) would be available for the Town Office. Brendan Morrison pointed out that arrangement had the additional benefit that the new portion could be built, the Town Office could move in, then the existing building could be renovated for the PD – solving the problem of displacing the Town Office staff during construction. It wouldn't be ideal with construction next door, but it would be better than a temporary solution like trailers.

- k. Paul Dexter discussed the requirements for a fire suppression system. He pointed out that while the size/occupancy of the Town Office doesn't require a fire suppression system, he would be opposed to any plan that didn't include one. He considers it a protection of the investment the Town is making to build/renovate, and a long-term investment in our infrastructure. There are also insurance discounts available for having an installed suppression system. Any new PD facility that includes a detention area (where an individual cannot egress on their own) does require a suppression system by code – so any shared facility would need one. Chuck Flanders asked if the proximity of the Life-Safety Building to the Town Office did anything to mitigate the risk. Paul said not really, since the LSB isn't manned 24/7.
- l. Keith said he could have the new options ready in a week or so. The Committee agreed to meet on April 23. Nina thanked Keith for his time and he left the call.
- m. Nina brought up the topic of the Committee's charge and the way ahead. She noted that Steve Cobb had some questions based on some comments in the minutes about not putting a bond question on the warrant in 2021. Jim Dick explained that once the Committee comes up with its recommendations, it will be up to the Board of Selectmen (with the Committee's input) to decide how it wants to move forward. Given the response to the last bond, they will want to be as sure as possible that they have the right solution to put in front of the voters. That could mean having a "preferential vote" at the 2021 Town Meeting to see which of the options the voters prefer, then preparing the final bond package for approval in 2022. That will depend in part on the final options the Committee recommends. Given the known sensitivity to the impact on taxes – and especially with the added complication of the COVID-19 crisis – the plan for 2021 Town Meeting is yet to be determined. The Committee is still working towards providing recommendations in the August/September time frame for the Board to consider.
- n. Nina asked the Committee what they thought about meeting with Police Chief Hankard for a discussion of his department needs. Brendan Morrison agreed that we need to hear his "needs", since the previous plan just assumed he would get the old Town Office. We need to understand what his requirements are, not just assume he needs that much space. The Committee agreed that they will invite Chief Hankard to the meeting on April 30, with May 7 as a backup. Nina Gardner will contact him and extend the invitation.
- o. The next meeting will be on Thursday, April 23, at 5:00 PM.

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

Meeting adjourned at 7:37 PM.