

MINUTES
Sanbornton Building Construction Committee (BCC)

Meeting Date and Time: Thursday, September 24, 2020 at 5:30 PM

Meeting Place: 573 Sanborn Rd (Town Office).

Nina Gardner called the meeting to order at 5:30 PM.

Roll Call of Members Present in person at the meeting

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) - Telephonically

Regular members absent: Chuck Flanders (Citizen Rep)

Others Present: None

Remote Participation

Nina Gardner noted that Jim Dick was participating by telephone, and that a vote was required to allow him to participate remotely in accordance with RSA 91-A. A **motion** was made by Steve Cobb, seconded by Ken Carleton, to allow Jim Dick to participate remotely. There was no discussion of the motion, and it **passed** unanimously. Nina noted that all future votes will be by roll call.

Review of Minutes

A **motion** was made by Steve Cobb and seconded by Brendan Morrison to approve the minutes from September 17 with any changes. There was no discussion of the motion. Roll call vote: Gardner – Aye, Morrison – Aye, Cobb – Aye, Dick – Aye, Carleton – Abstain. Motion **passed**.

New Business

- a. Police Department CALEA Visit. Steve Cobb, Brendan Morrison, and Ken Carleton participated in a visit by the Commission on Accreditation of Law Enforcement Agencies (CALEA) to inspect the Sanbornton Police Department facilities. The purpose was to get a professional assessment of the state of the current facilities. The Department is not seeking accreditation, but CALEA is the industry standard for facility evaluation. The inspectors were very complimentary of how well Chief Hankard manages the Department given the current facilities and very limited resources. They noted many of the safety and security concerns that have been identified by the Committee. The inspectors said a summary report of their findings should be available in a few weeks.

Old Business

- a. The Committee reviewed the latest layout of the Town Office update provided by H.L. Turner. Jim Dick noted that both the Town Administrator and Town Clerk have reviewed the latest design and they are satisfied that it will meet their needs. The Committee was pleased with the draft elevation view, which seemed to be very appropriate for a building in the Historic District. Ken Carleton raised a concern about the proposed footprint of the Town Office addition, which appears to be nearly 60 feet wide. He was concerned that would put the addition too close to the fire pond. Jim Dick checked the plat and a 60 ft width will leave 45 ft between the addition and the fire pond. Steve Cobb said he is still concerned about the front lobby, which will extend 4 ft closer to the road than the current building. Because of

potential impact to parking in the front, defining the plan for additional parking in the upper area north of the fire pond will be important in the near future.

- b. The Committee agreed that Jim Dick will contact H.L. Turner with feedback on the latest design. He will also check on the status of the design for the standalone PD facility – and to re-emphasize the importance of the exterior design for a building in close proximity to the iconic Sanbornton skyline with the Library, Congregational Church, and Old Town Hall.
- c. The Committee reviewed the planned outreach meetings for October and November. Brendan Morrison noted that there are no weekend dates planned. The members agreed to eliminate the planned meeting on 11/10 and replace it with 10 AM meeting on Saturday, 11/14.
- d. Steve Cobb presented the draft press release announcing the public meetings to review the design. The Committee made some minor updates but agreed that it was an excellent draft. Steve and Brendan will make updates to be reviewed at the next meeting.
- e. Nina provided a set of draft talking points to be used when engaging with the public. Steve Cobb suggested turning them into a presentation that could be used as a guide. Jim Dick agreed to create a PowerPoint presentation for review.
- f. Nina Gardner reported that the final School District assessment for the next tax year will only be \$0.70/thousand – not the \$1.40/thousand that had been projected at the District Annual Meeting. This is good news for a potential building project.
- g. Committee agreed the next meeting will be October 1, 2020 at 5:30pm. It will be an in-person meeting at the Town Office. 573 Sanborn Rd.

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

Meeting adjourned at 6:57 PM.