

MINUTES

Sanbornton Building Construction Committee (BCC)

Meeting Date and Time: Thursday, October 24, 2019 at 6:00 PM

Meeting Place: Meeting Room, Life-Safety Building

Nina Gardner called the meeting to order at 6:05 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), Keith McBey (BPS Rep)

Regular Members absent: Brendan Morrison (Citizen Rep) Brendan Morrison arrived at 6:50 P.M.

Others present at the meeting: None

New Business

- a. Nina Gardner introduced Keith McBey, President of Bonnette, Page & Stone (BPS). BCC members introduced themselves and gave their background. Nina explained the BCC's approach and the expected timelines for the Committee's work.
- b. Keith McBey provided a recap of the design development effort starting in October 2018. He felt it was a very comprehensive design that addressed all of the identified needs, including the preservation of Old Town Hall. He felt the effort was very rushed, though, with no time to engage the community and get feedback to influence the design. He noted that the "domino effect" approach to the three buildings resulted in an extended construction timeline, which drove the management costs up significantly because of the serial nature of the proposed project (Town Office then Police Department then Fire Department). He said that BPS's strength is their ability to provide very accurate designs and estimates that allow towns to make informed decisions. He said he wasn't sure the scope of Sanbornton's project was entirely right and that it may have been trying to take on too much by incorporating Old Town Hall into the plan.
- c. Jim Dick asked about how the requirements that were incorporated into the design were developed. Keith stated that it was a leadership-driven event, and that BPS was told what the needs were. There was very little interaction with the Department Heads, which is different than the normal process that BPS follows which involves lots of interaction with Department Heads. He noted that the design wasn't really price constrained, and a price constraint is something that makes it easier for BPS to fit the requirements into the price that the Town has in mind. He also stated that normally a two-story building doesn't become cost effective until you reach about 20,000 square feet of space - because of the additional requirements like stairwells and elevators for ADA access. Because of the nature of the project and the tie in with the Old Town Hall, two stories drove a lot of cost. Keith noted that an older H.L. Turner study had looked at the concept of a single story building "in the field" (the land behind Old Town Hall that the Town owns), but it never went beyond the site layout stage. Nina Gardner asked for a copy of the study, and Keith agreed that he would look for it and forward it to the Committee.
- d. Nina Gardner stated that during the run up to Town Meeting this year, there were lots of questions about alternatives, such as why not just add a second story to the current Town Office? Steve Cobb said that the BCC should try to present all options - and provide explanations to the community about why certain options were ruled out.

DRAFT

- e. Jim Dick asked Keith about the level of work on Old Town Hall that would trigger the requirement to include a fire suppression system (which cost over \$500K in the original plan). Keith said that he didn't believe there was any requirement for it - it was just a best practice that was included in the design at the Town's request. He stated that the cost to put in the new foundation and stabilize the Old Town Hall as a standalone project was about \$350,000.
- f. Keith McBey noted that there were many questions about alternate locations for the Town Office complex. Nina Gardner stated that we need to evaluate whether the designated land is viable - there are concerns about adequate access (especially in an emergency) because of the slope of the land. Steve Cobb pointed out that access to the land from the space between the Library and the Congregational Church provided the easiest access, since it is relatively flat.
- g. Keith McBey said that he was happy to look at the problem from a "clean slate" perspective. He said there are many ways to meet the Town's needs, and he was open to all ideas. He said that BPS would support the Committee as needed for concept design - he considers it part of his "retainer" from the concept design study - but that when the BCC gets to the point that it needs concept drawings, that would require paying an architect to produce them.
- h. Chuck Flanders asked if the Police Department space would have been better as a new construction rather than a modification of the existing Town Office. Keith replied that the price for the work that was proposed was very good and better than erecting a new building. He noted that BPS always recommends a sally port because it has very positive effects on law enforcement, as demonstrated in many municipalities. Steve Cobb asked the BCC if Sanbornton could "hire" jail space from Tilton, since they are constructing a brand new police facility. Nina Gardner said that we should ask Chief Hankard about his processing needs and whether that was a possibility. Steve Cobb said that was another example of an option that the Committee should explore, so if someone else asks the question we already have an answer.
- i. Steve Cobb said that the warrant article in March was essentially \$1M for the police and fire departments, and \$4M for the Town Office complex. Jim Dick pointed out that all of the "soft" costs (like onsite management) were rolled up into the price of the Town Office, so it didn't give an accurate picture of the total cost for each building. Nina Gardner asked Keith if he could break out the costs per building, and he said that they could.
- j. In discussing the options for the Town Office, Nina Gardner said that a single story building that is architecturally appropriate for the Historic District could be supportable. Keith McBey said that he could put together a proposal for the BoS, when the Committee was ready, that would outline the level of effort to engage an architect to produce some designs.
- k. Nina Gardner pointed out that any design still needs to account for the needs of the Recreation Department. Currently the Rec Department gear is stored in locations all over town, and it's a challenge to move it to where it is needed. The design presented at Town Meeting included storage for the Rec Department equipment, but that may not be the best answer. The right solution may involve some kind of storage at the Town Park where some of the equipment is used.
- l. Brendan Morrison brought up the issue of the retiring debt on the Highway Department garage in FY21. That payment is currently about \$150K per year. What can be done with that money? Jim Dick noted that unfortunately no motion was made at Town Meeting to start a capital reserve fund (CRF) for construction. The Town should consider putting that Highway Garage payment into a new construction CRF starting in FY 22. It would have no impact on the tax rate and it could help reduce the amount of the bond on a future program. Jim Dick asked Keith McBey what the Town could get for \$1.5M? Keith said that at roughly \$250 per square foot of construction cost, that would translate into a 6,500 square foot building. Chuck Flanders pointed out that is nearly double the size of the current Town Office. Keith noted that does not include the cost of site work, roads, septic, etc. Nina Gardner stated that she was thinking about a number closer to \$3M that includes the police and fire (~\$1M) as well as the new Town Office (\$2M for construction and all associated site work).

DRAFT

- m. Brendan Morrison noted that the Committee needs to be proactive about engaging with the public. There should be frequent updates, like small articles in the local papers. Nina Gardner asked if the Committee should consider a public “kickoff” meeting in the near future. She said the Committee needs to get feedback, understand what the community would support, and have a chance to explain the needs. Steve Cobb said the presentation should be “needs based” - and involve a tour of all three facilities (police, fire, Town Office) so people can really understand the issues. Ken Carleton pointed out that the State is looking at providing cancer coverage for firefighters, but Towns have to show that they provide adequate facilities (which Sanbornton does not) - so it’s an important issue on several levels. Chuck Flanders said that there should be a weeknight and a weekend offering to get maximum participation. Jim Dick will ask the Chiefs and the Town Administrator to identify some dates between now and early December that they could support.
- n. The next meeting was set for Thursday, November 7 at 6:00 PM in the Life-Safety Building. The principle topic will be the requirements that were included in the concept design presented at Town Meeting.

Old Business

None

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

Meeting adjourned at 8:04 PM.

DRAFT