

DRAFT

MINUTES

Sanbornton Building Construction Committee (BCC)

Meeting Date and Time: Thursday, November 21, 2019 at 5:30 PM

Meeting Place: Meeting Room, Life Safety Building

Nina Gardner called the meeting to order at 5:30 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: Fire Chief Paul Dexter, Police Chief Steve Hankard

New Business

- a. Nina Gardner thanked the chiefs for coming to meet with the Committee. She explained the Committee's approach to the space needs issue, including the effort to look at all options, such as considering whether police detainees could be processed at a neighboring police station rather than in Town. Chief Hankard explained the issues with that option, such as the manpower impact to the cooperating PD, liability insurance, and space impacts. Nina explained that the Committee wants to look at all options, even if it turns out they won't work, so she appreciated his feedback.
- b. The Committee discussed the plan for open houses at the Town facilities to allow residents to see the non-public areas that they don't normally get to visit. The date of December 7 was proposed, to coincide with the planned craft fairs and activities in Town that morning. Both Chiefs said they could support that date. The Committee will plan to have the Resident Survey available that day to hand out.
- c. The Chiefs discussed various aspects of their space needs, including the siting of potential facilities. Chief Hankard explained that while there is value in having the PD and FD together on a single life-safety campus, the PD response to calls is usually from the road anyway, so the location of the PD facility could potentially be somewhere else. Chief Dexter talked about some of the State and Federal grants that the Town could potentially access to assist with outfitting costs if a new building was planned, because it would also serve as the Town's Emergency Operations Center. Those grants could reduce the cost of any new construction or upgrade to current facilities.
- d. Nina Gardner mentioned the police department building in Center Harbor, which is a good example of a very good building project at a very low cost. Chief Hankard offered to coordinate with the Center Harbor chief to get Committee members access to tour the facility.
- e. The Committee and the Chiefs discussed the H.L. Turner report on the evaluation and assessment for the Town Office and Public Safety Buildings for the Town of Sanbornton from February 2017. Steve Cobb noted some concerns about some of the issues cited, such as the drainage system for the apparatus bay. Chief Dexter explained the progress that has been made on correcting many of the deficiencies outlined in the report, and that the practices that led to the problems have been corrected.

DRAFT

DRAFT

- f. Jim Dick asked Chief Dexter about his plans for the shower installation that is being proposed under the FY21 CIP plan and budget. Chief Dexter explained that it was essentially the same proposal that was part of the 2019 design. The plan would add a secure door in the lobby area, and turn the existing restrooms/hallway into locker rooms with showers. The proposal also includes the installation of a water filtration system, which would make the water potable/suitable for showering, as well as eliminating the buildup of residue on the apparatus when they get washed. The Committee will ask BPS to help refine the cost estimate for the proposal submission.
- g. Nina Gardner thanked both the Chiefs for coming in to meet with the Committee, and the Chiefs departed at 6:25 PM.
- h. The Committee reviewed the draft minutes from 11/14/19. Steve Cobb made a **motion** to approve the minutes, seconded by Ken Carleton. There was no discussion and the **motion** passed unanimously.
- i. The Committee reviewed the draft of the proposed Resident Survey. Some revisions were proposed and some clarifications made to some of the questions.
- j. Chuck Flanders departed the meeting at 6:43 PM.
- k. The Committee agreed on a final set of survey questions. Jim Dick will make the changes to the hard copy surveys as well as the online version. It was agreed that the survey will “go live” on Friday, December 6. Brendan Morrison and Steve Cobb will work on a press release to get the word out to residents, as well as advertising it on social media.
- l. Steve Cobb brought up the topic of the planned open houses. The Committee will try to have members at the facilities to help with the tours, but there are some schedule conflicts. It was agreed that the times on 12/7 would be 10 AM - Noon. For the proposed evening tour, Jim Dick recommended Wednesday, 12/11, from 6:00 - 7:30 PM. He will confirm that date with the PD/FD chiefs and the Town Administrator.
- m. The Committee reviewed a list of questions for Town employees to help identify their space requirements. The questions include information on storage requirements, as well as special equipment needs, privacy requirements, etc. The survey will be provided to the employees by Monday, 11/24 and will be due back by Tuesday, 12/10. The results will be discussed at the Committee meeting on 12/12.
- n. Steve Cobb mentioned that one of the questions that was raised by the press releases on the Committee was on the qualifications of the members who are participating. Brendan Morrison suggested a one-page handout with a short summary of experience/qualifications for each member that can be handed out at the Open Houses. The Committee agreed and he will work on assembling the inputs from each member.
- o. The next meeting is scheduled for Thursday, 12/5 at 5:30 PM. Life Safety Building Meeting Room.

Old Business

None

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

Meeting adjourned at 7:50 PM.

DRAFT