

# DRAFT

## MINUTES

### Sanbornton Building Construction Committee (BCC)

**Meeting Date and Time:** Thursday, December 19, 2019 at 5:30 PM

**Meeting Place:** Life-Safety Building, 565 Sanborn Rd

Nina Gardner called the meeting to order at 5:34 PM.

#### **Roll Call**

Regular Members present: Nina Gardner (Citizen Rep - Chairman), Steve Cobb (Citizen Rep - Vice Chair), Jim Dick (Selectmen's Rep), Brendan Morrison (Citizen Rep), Chuck Flanders (Citizen Rep)

Regular Members absent: Ken Carleton (Employee Rep)

**Others present at the meeting:** None

#### **Review of Minutes**

A **motion** was made by Steve Cobb to accept the minutes from the December 12 meeting, with any corrections. Motion was seconded by Brendan Morrison. There was no discussion and the motion **passed** unanimously. Jim Dick abstained from the vote, as he was not present at the meeting.

#### **Old Business**

- a. The Committee members reviewed the current results from the online Resident Survey. As of 12/19, 62 online responses have been received. Jim Dick noted an increase in the number of long-term (20+ year) residents who have responded since last week. Cost and tax impact are clearly concerns with residents. Nina Gardner noted that there were some very interesting and useful comments provided.
- b. Jim Dick provided a status on the Employee Space Needs Survey. All of the inputs except for the Recreation Department have been received. Jim put together a summary table, of the response, and he will use that to capture the number of storage drawers, privacy needs, and meeting requirements. Many of the surveys said that the amount of space (square footage) for that particular employee was adequate, but that it was poorly configured or lacked the required privacy/quiet to support their work. Brendan Morrison suggested measuring the amount of floor space the current file cabinet storage takes up in the current Town Office. He will count/measure the existing file cabinets to see the impact they are having on usable space.
- c. The Committee discussed the Derived Space Needs from the H.L. Turner report and the BPS concept design. Jim Dick will add the requested column for "Current space size" and take rough measurements of the current workspaces.

#### **NewBusiness**

- a. Nina told the Committee that Jim Dick had reached out to BPS to request help to come up with better cost estimates for the shower/water purification modifications to the Life-Safety Building that the Board of Selectmen is proposing for FY21. He believes the current estimate is high and wants to get it as close as possible before a warrant issue is proposed. Keith McBey replied and said he can provide an updated estimate before the public hearing on the budget in February. Jim Dick will follow up with Keith after the holidays.

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- b. Nina Gardner reported that she did some research at the Town Office on the deeds for the land that comprise the Town Office and Life-Safety Building campus. The history is not clear, but she did find the deed transfer that provided an additional 1.06 acres to the Town in 1985, just before the LSB was built. The total parcel is listed as 2.64 acres.
- c. The Committee discussed the next BCC press release. Steve Cobb reported that they are working toward a release in mid- to late-January, and that he and Brendan were accepting topics. Nina suggested that the press release might address some of the comments received from the resident survey. Jim noted that the final number of participants will be available after January 5. Committee members will forward any suggested topics to Steve and Brendan.
- d. Nina raised the question of future agenda items. Jim Dick suggested working on the proposed list of “FAQ’s” to help residents understand the range of options and issues that have been considered. There will certainly be interest in questions like, “Why can’t you just add a second floor to the existing Town Office building?”, so the Committee needs to document them and research the definitive answers. Nina agreed to provide a first cut at the list of questions. Nina mentioned that the input for the Town Report will be due in mid-January. Jim Dick will provide a first draft for the Committee to review. The Committee discussed the next meetings, and agreed that they will meet on Thursday, January 9 at 5:00 PM - and that the next meeting after that will be tentatively scheduled for January 23.

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

**Meeting adjourned at 7:00 PM.**

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