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## MINUTES

### Sanbornton Building Construction Committee (BCC)

**Meeting Date and Time:** Thursday, November 14, 2019 at 5:30 PM

**Meeting Place:** Lobby, Town Office (573 Sanborn Rd)

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:** Trish Stafford, Town Administrator

#### New Business

- a. The Committee took a tour of the Town Offices. All of the spaces were visited and inspected. Of particular note, none of the doorways are ADA compliant. The Committee focused on the current desk/office and storage arrangements. The Committee noted the copper water piping that runs through the vault where the Town's tax records are stored. TA Stafford explained the function of each workstation and described some specific deficiencies in the current layout.
- b. Nina Gardner announced that the Committee would be moving to the Life-Safety Building. Jim Dick made a **motion** to adjourn, seconded by Chuck Flanders. The **motion** passed unanimously. The meeting adjourned at 5:55 PM.
- c. Nina Gardner called the meeting to order in the Life-Safety Building at 6:00 PM. The Committee toured both the Fire Department and Police Department spaces. It was noted that while the bays in the Fire Department garage are large, they contain a lot of equipment. (There was an Engine, a Tanker truck, a Utility truck, two Ambulances, and a rescue boat in the bays at the time.) Space for other gear is limited. It was also noted that there is no dryer for turnout gear after it is washed - the gear is currently placed on a rod suspended from the ceiling to dry.
- d. Ken Carleton showed the Committee the area where the proposed shower facilities would be installed. He explained how access to the Fire Department area would be modified to provide increased security, including a new security door to replace the current "Dutch door" currently in the building lobby area.
- e. Officer Shane Morton gave the Committee a tour of the Police Department portion of the building. He explained the process for bringing detainees in for processing. The processing area is secured with a steel door, but the rest of the doors are foam core, providing little-to-no security or protection. There are no phones in the processing area, requiring prisoners to be brought out into the administrative area to make phone calls. Officer Morton also explained how a prisoner would have to be brought through the admin area into the Fire Department area in order to use the restroom.
- f. Following the tours, the Committee met in the conference area of the Life-Safety Building to conduct the rest of the meeting. The Committee reviewed the draft minutes from 11/7/19. Steve Cobb made a **motion** to accept the minutes, seconded by Jim Dick. There

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was no discussion, and the **motion** passed unanimously. The Committee then reviewed the minutes from 11/10/19. Ken Carleton made a **motion** to approve the minutes, seconded by Chuck Flanders. A minor correction was made, and the **motion** passed unanimously.

- g. The Committee then reviewed the draft press release concerning the establishment of the Committee. Some modifications were made to the announcement, and it was agreed that Brendan Morrison would submit it to the Laconia Daily Sun and the Winnisquam Echo on 11/15 for publication next week.
- h. At 6:47 PM, Chuck Flanders departed the meeting.
- i. Nina Gardner presented some correspondence from Bonnette, Page, and Stone (BPS) answering some questions about how the space requirements for the 2019 Town Office Complex design were developed. The architect from Port One referenced the February 2017 H.L. Turner Evaluation and Assessment report. Jim Dick will check with the Town Administrator to obtain a copy of the report.
- j. The Committee discussed some optional ways to approach space needs, such as workstation sharing, telework, alternating schedules, etc. It was agreed that those types of approaches should be evaluated to determine whether they can be applied to the Town Office work load.
- k. Nina Gardner brought up potential shared town services, and the Committee agreed that it is a topic that needs to be discussed at a future meeting.
- l. Jim Dick reviewed the initial draft of the Town-wide survey. Committee members will review the questions and propose any changes/additions at the next meeting. They also discussed a potential survey to use with the Department Heads to help establish space needs.
- m. Jim Dick explained how the Committee's work was connected to the inputs to the Capital Improvements Plan (CIP). The CIP Committee will be including future items to begin a fund to support building construction/renovation, which would be available to support whatever option is selected after the Committee submits its recommendations next fall.
- n. The next meeting will be held on Thursday, November 21 at 5:30 PM at the Life-Safety Building.

## Old Business

None

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

**Meeting adjourned at 8:20 PM.**

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