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MINUTES

Sanbornton Building Construction Committee (BCC)

Meeting Date and Time: Thursday, January 9, 2020 at 5:00 PM

Meeting Place: Life-Safety Building, 565 Sanborn Rd

Nina Gardner called the meeting to order at 5:05 PM.

Roll Call

Regular Members present: Nina Gardner (Citizen Rep - Chairman), Ken Carleton (Employee Rep), Jim Dick (Selectmen's Rep), Brendan Morrison (Citizen Rep), Chuck Flanders (Citizen Rep)

Regular Members absent: Steve Cobb (Citizen Rep - Vice Chair)

Others present at the meeting: None

Review of Minutes

A **motion** was made by Brendan Morrison to accept the minutes from the December 19 meeting, with any corrections. Motion was seconded by Chuck Flanders. There was no discussion and the motion **passed** unanimously.

Old Business

- a. The Committee members reviewed the final results from the online Resident Survey, which closed on January 5. A total of 103 completed surveys were received, along with some partial responses. Jim Dick noted that over 60% of the respondents had lived in Town 10+ years. Cost and tax impact are clearly concerns with residents. Over 80% of the respondents felt that if there was any new construction, it should cost \$2M or less, although 50% feel it should be \$1M or less. Jim noted that there was no option for \$0, so some people may have chosen \$1M as the lowest available option. There were many useful comments received, and they will be used for both the next press release as well as to help develop the list of FAQ's.
- b. The review of the survey led to a discussion about the use of the existing buildings, and options for reconfiguring them. Chuck Flanders would like to get a copy of the plans for the Center Harbor police station (also designed by BPS) for comparison. Jim Dick will ask Keith McBey (BPS) if a copy can be provided.
- c. There was a discussion about the next press release. Brendan Morrison and Steve Cobb will work on one that highlights the completion of the resident survey. They will pick a few of the most relevant comments (positive and negative) to show the range of responses received. The Committee will review the draft at the next meeting.
- d. Nina Gardner mentioned that she has still not found any plats for the land that the current Town Office sits on. Jim Dick will ask Keith McBey if they had any from the Concept Design last year.
- e. The Committee reviewed the matrix of derived space needs. Jim Dick updated the matrix with measurements of the current workspace for each employee. Brendan Morrison performed a survey of the file cabinet storage in the current Town Office. He reported that the current cabinets take up approximately 120 square feet of floor space - equivalent to another 10 ft x 12 ft room. The Committee discussed options for getting the stored files out of the work area to create more space for employees. It was agreed that the Town should review record retention policy to ensure only required records are being stored, and that investigating the cost of digitizing records for storage in accordance with RSA 33-A:5-a. Although there would be a cost for professionally archiving

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records, it should be explored to see if it can help reduce some of the need for construction/renovation space.

- f. The Committee decided that it is ready to talk with Keith NcBey/BPS again about some of the renovation and construction options that have been suggested. Jim Dick will contact Keith and see if he can attend the next BCC meeting.

NewBusiness

- a. The Committee reviewed a draft input for the Town Report. A few minor changes were made. Nina will provide a copy to the Town Administrator.
- b. Nina Gardner provided an initial set of FAQ's for review. They cover topics such as "Why can't we add a second floor to the current Town Office?" and "If there is a new building, does it have to be located in the Square?". The Committee members will provide additional questions, and the responses from the resident survey will be used to generate more. Some of the questions do not have verified answers yet, and the Committee will have to get answers and a reference for each one.
- c. Chuck Flanders had to depart the meeting at 6:12 PM.
- d. The Committee discussed the next meeting, and agreed that they will meet on Thursday, January 23 at 5:00 PM. The intent is to discuss options with Keith McBey.

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

Meeting adjourned at 6:30 PM.

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