

# DRAFT

## MINUTES

### Sanbornton Building Construction Committee (BCC)

**Meeting Date and Time:** Thursday, January 23, 2020 at 5:00 PM

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

Steve Cobb called the meeting to order at 5:05 PM.

#### Roll Call

Regular Members present: Steve Cobb (Citizen Rep - Vice Chair), Ken Carleton (Employee Rep), Jim Dick (Selectmen's Rep), Brendan Morrison (Citizen Rep)

Regular Members absent: Nina Gardner (Citizen Rep - Chairman), Chuck Flanders (Citizen Rep)

**Others present at the meeting:** Keith McBey, President, Bonnette, Page & Stone

Nina Gardner arrived at 5:07 PM and assumed chairmanship of the meeting.

#### 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 Ken Carleton. Two minor corrections were noted. The motion **passed** unanimously, with Steve Cobb abstaining from the vote.

#### Old Business

- a. Nina Gardner thanked Keith for attending. She asked about the updated cost estimate for the proposed Life-Safety Building (LSB) shower modifications. Keith explained that the estimate is higher than the one in the 2019 Concept Design because many of the management/overhead costs for the work were lumped in with the new Town Office complex costs. After talking to Chief Dexter, Keith felt they could remove some of the "soft" costs and reduced the overall estimate.
- b. Fire Chief Paul Dexter arrived at 5:10 PM.
- c. Jim Dick asked Chief Dexter about his discussions with the company about the water filtration system. Paul explained that the well that serves both the Town Office and the LSB is behind the Town Office building. The electrical controls are in the Town Office mechanical space. There is not enough space to install the proposed system in the Town Office mechanical area, because it needs to be an industrial size to handle the flow for washing the apparatus. Paul said they had discussed the possibility of running a line from the LSB back to the Town office. That would require trenching through the parking lot, and could be done whenever it made sense. There would have to be an assessment of the flow rates to make sure there would be enough pressure to go from the well to the LSB and back to the Town Office, especially when they were washing vehicles.
- d. Nina Gardner asked Keith how long he anticipated the LSB modifications would take. He thought it would be a 1-2 month project once the final design and bidding process were complete.
- e. The question of using volunteers to help reduce the cost was brought up. Keith said that volunteers can be incorporated into the work plan if they are available. He would work with the Town to help identify the scope of work that would be appropriate (and safe) for volunteers to support.
- f. Nina asked Jim Dick about the status of the request for funding for FY21 for the LSB shower modifications. He explained that the Selectmen intend to include it as a warrant item at the March Town Meeting, seeking approval to use funds from the Unassigned Fund Balance. That way the cost won't have an impact on tax rates, which was noted as a major resident concern in the survey responses.

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- g. Chief Dexter and Ken Carleton departed the meeting at 5:34 PM.
- h. Nina Gardner asked Keith about the feasibility of adding a second story to the current Town Office building. Keith said he could do a quick study to see what is possible. He said he recently did a similar study in Northfield. He noted that a second story adds additional requirements like stair access and an elevator/lift. The Committee discussed how a two-story building could be used. One option is to move the Town Office functions to the second floor and use the first floor for the Police Department. Jim Dick noted that any addition needs to create the required additional space for office functions and storage that the Committee's efforts have identified. He asked Keith what his thoughts were about the cost effectiveness of modifying the current Town Office building for the P.D. rather than building a new building, and Keith said he still thinks renovation would be the most cost effective method.
- i. The discussion turned to options for expanding the footprint of the current Town Office building. Keith said he would like to study the elevations/landscape around the building because that wasn't discussed last year. Nina and Brendan noted that they have still been unable to find the plat drawing for the portion of land the Town Office sits on, so the exact boundaries are unknown. Brendan suggested checking with Sam Swartz, who owns the abutting property, to see if he had a current survey of his property. That could be used to figure out the boundaries of the Town land. Jim Dick will contact Sam to see if he has a survey. He will also ask the Town Administrator to instruct the Planning Assistant to use his resources to find the original plat or obtain a copy.
- j. Brendan Morrison noted that lateral expansion is also an option. He pointed out that there is significant room between the current building and the fire pond. Keith said he would do an assessment of the options for both vertical and lateral expansion with a rough order of magnitude (ROM) cost for each option. He did note that the Fire Pond now constitutes a wetlands and could pose issues that need to be considered.
- k. Nina asked Keith about the options for separate work on Old Town Hall. Keith said he could break out the costs for the proposed work that was in the 2019 Concept Design (like pouring a foundation) and provide those to the Committee.
- l. The Committee will plan to get back together with Keith on March 5 to review the results of his assessments. Nina thanked Keith for his time and support, and he departed the meeting at 6:32 PM.
- m. Nina noted that the BCC input to the Town Report has been submitted. She asked about the draft Frequently Asked Questions (FAQ's) list, and some questions have been added. The Committee agreed to spend time reviewing those at the next meeting.

## **New Business**

- a. Steve Cobb and Brendan Morrison presented a draft press release discussing the results of the resident survey. Committee members will provide comments and it will be discussed at the next meeting.
- b. The Committee discussed the next meeting, and agreed that they will meet on Thursday, February 5 at 5:00 PM. The intent is to discuss the FAQ's, review any additional surveys/plats that have been obtained, and review the press release.

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

**Meeting adjourned at 6:49 PM.**

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