



Town of Sanbornton
Office of the Board of Selectmen
P.O. Box 124
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Informational Timeline for the Proposed Town Buildings Concept & Design

A Comprehensive Plan to Address All Areas of Space Needs & Safety Issues for the Town of Sanbornton

- **1964 – Current Town Office Building Constructed**
 - Constructed as a two bay Fire Station with another 15 feet in width for the Town Offices, known as the “Central Fire Station”.
- **1974 – Building Study Committee Established at Town Meeting**
 - To study the needs of the Town Hall, Town Offices and Library
- **1979 – Building Study Committee Begins a More Intense Study of Alternatives to Accommodate All of the Town Offices**
 - The needs they sought to accommodate for an estimated 20 years included: work space needs for the Town Clerk/Tax Collector, Selectmen and Secretary, space for the Police Department, additional space for the Fire Department, parking, water and septic for the existing buildings
- **1980 – Special Town Meeting Held for the Purchase of the Gertrude Currier Property: Resulted in a Majority Vote but Defeated Without 2/3 Vote**
- **1981 – 3 Warrant Articles Regarding Purchase of the Gertrude Currier Property Defeated at Town Meeting**
 - Article 3 – Sought to purchase the land and buildings and renovate the buildings for use as offices for the Town Clerk, Tax Collector, Selectmen, Police Department and meeting rooms and to install a septic system for those purposes financed by a 20 year bond.
 - Article 4 – Sought to purchase the land and buildings for Town use.
 - Article 5 – Sought to purchase a portion of the land that abutted Town property for Town use including future building construction, septic system installation and water supply, and to authorize the Selectmen to apply for and accept Federal Funds from the Land and Water Conservation Funds to reduce the cost of the purchase to the Town.



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- **1984 – Future Town Building and Site Study Committee Established at Town Meeting and Funds Raised & Appropriated for Engineering & Architectural Studies**
 - The committee was to make recommendations for a site and a building that will meet the needs of the Town and report its findings to the Selectmen and Budget Committee in time for the budgetary process preceding the 1985 Town Meeting.
- **1985 – The Town Votes at Town Meeting to Purchase Land & Construct a Life Safety Building Thereon**
 - The warrant article directed that the building would include facilities for the Fire and Police Departments, meeting space for large functions and related purposes, and the appropriation to cover initial renovation to the Central Fire Station for conversion to Town Office space.
 - The Future Town Building and Site Study Committee is continued for one year with an amended charge to oversee construction of the Life Safety Building and advise the Selectmen on the refurbishing of the Central Fire Station for Town Offices.
 - An article also passes to purchase the existing structure attached to the rear of the Town Hall owned by the Harmony Grange for the purpose of use by the Town for ground-level access to the building for the handicapped, storage and activity space for the youth and recreational groups meeting in the Town Hall and related purposes.
- **1985 – Construction Work Begins on Life Safety Building on August 15th and Does Not Meet Completion Date of December 1st Due to the Collapse of the Apparatus Bay Trusses**
 - The Selectmen also appoint a subcommittee to plan and make recommendations for refurbishing the Central Fire Station to Town Offices once the Life Safety Building is completed, accepted and occupied.
- **1986 – Building Study Committee Continued for One Year & Construction of the Life Safety Building is Complete**
 - The Building Study Committee notes in their report that the Life Safety Building was completed and occupied in early December, and that “the site remains incomplete and unstable, site work having received a low priority”.



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- **1997 – Building Space Needs Study Committee Report**
 - The Selectmen charge the Building Space Needs Study Committee with the review and assessment of town facilities and to present recommendations on future maintenance and use of facilities.
 - The report, completed in October, notes: the Highway building and salt shed are inadequate for current use, the office space for the Fire Department is cramped, the Town Hall is deteriorating, renovation projects are recommended at the Town Offices to address space needs and the Police Department operates in a very small space with a number of deficiencies identified for that department.
 - Final recommendations include: construct a new highway garage at the Transfer Station, move the Police Department into the old highway garage, allow the Fire Department to use the rest of the Life Safety Building to address space needs, add a full foundation under the Town Hall and make improvements to the Town Offices.
 - Similar suggestions to move departments into different spaces following the construction of a new structure is later referred to as the “Domino Effect”.
- **2000 – Town Office Space Needs Report & Police Proposal**
 - Joanne Dover conducts a space needs analysis of the Town Offices for the Board of Selectmen, taking measurements of current use and additional space needs. She concludes that the Town Offices needs an additional 1,315 SF of space.
 - One month following the space needs analysis, Chief Robinson submits to the Select Board a proposal to convert the Town Offices into a Police Station. His proposal includes a 2 car sally port.
- **2003 – Letter Received from State of NH Stating that the Police Department Has Outgrown the Present Station**
 - Following an inspection from the Department of Health and Human Services Division for Juvenile Justice Services, a letter is received from the Jail Compliance Monitor that the Police Station is not totally conducive to sight and sound separation of all youth from adult detainees (in accordance with federal law) and believes that the Police Department has outgrown the present station.
- **2004 – Select Board Considers Building a New Highway Garage & Purchasing Land to Construct of a New Town Office Building**
 - An Article on December 20, 2004 in the *Laconia Daily Sun* reports that the Select Board is considering placing an article on the warrant to build a new highway garage, and with the opportunity to purchase property owned by Richard Skinner were



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- considering adding a \$1.5 million article on the warrant to purchase the property and construct new town offices.
- Peter Dascoulias stated "What we're considering is building new town offices behind the house, then, we'd renovate the existing town offices for the police and expand the fire department into the space currently occupied by the police department".
- **2004 – Capital Reserve Fund is Established at Town Meeting for the Purpose of Planning & Constructing a New Highway Garage Building**
- **2004 – Primex Safety Assessment**
 - The Town's risk management company conducts a safety assessment of the Life Safety Building which identifies deficiencies with the Police and Fire Departments' facilities and provides recommendations.
- **2004 - The Sanbornton Building Committee is Established by the Board of Selectmen**
 - The Selectmen charge the Building Committee as an advisory board to the Selectmen, acting as their agents and consultants in the planning and management of large capital improvement projects to the physical assets of the Town of Sanbornton.
- **2004 – Two Portable Classrooms are Donated to the Town, One is Placed at the Town Park (Shaw Hill Rd) for the Recreation Department**
 - The Select Board examined designating one for the Police Department, but ultimately decided against based on security concerns.
 - The decision to provide a classroom for the Recreation Department followed a recommendation provided by the Building Committee.
- **2005 - Sanbornton Building Committee Report**
 - Following an assessment of the Town Office & Life Safety Buildings, the committee reports: the parking lot is too small, there are drainage issues in the parking lot, the Selectmen's meeting room has become crowded, the tap water is not potable, the Town Clerk/Tax Collector's vault is too small and both the Fire Department and Police Department are requesting more space.



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- **2005 - The 2nd Portable Classroom is Placed at the Town Park (Shaw Hill Rd) to Store Town Records & Recreation Items**
- **2006 - The Town Votes at Town Meeting to Purchase 2 Acres of Land from the Bodwell Family to Protect the Horizons Behind the Three Historic Buildings (Library, Congregational Church & Town Hall) and Prepare a Site for a Future Town Office Building**
 - The Selectmen's report stated: "Not only will this purchase protect this precious piece of Sanbornton's history by maintaining the beautiful horizon but it will also allow the town to build a new Town Office building in the future. The early thoughts on this project would design a single-story building meeting all ADA requirements that would blend with the three neighboring buildings. The current Town Office, which sits along side the Life/Safety building would then be renovated to accommodate the Police Department and the Life/Safety building would then completely house the Fire Department. These three projects would ensure enough room for the municipal government well into the future".
 - The Sanbornton Building Committee's report stated: "Space needs continue to be a problem for the Town with a lack of space now affecting the service provided and privacy expected by our citizens. Meeting rooms, office space, work stations, record storage, archival space, security of files, and the available parking, all have been out grown by the needs that our Town Officers, Employees, and Committee Members currently need to perform the work we are asking of them".
- **2006 - The Welfare Office is Moved from the Town Office Conference Room to a Portable Classroom at the Town Park**
 - The move is attributed to space needs for Welfare and difficulties protecting confidentiality working out of the conference/meeting room.
 - Once moved, the Overseer of Public Welfare shares office space with the Recreation Coordinator.
- **2010 - The Town Votes at Town Meeting to Demolish the Current Highway Garage at 60 Hunkins Pond Road and Build a New Highway Garage and Cold Storage Building at 60 Hunkins Pond Road, Financed with a \$1,100,000 Bond**
- **2010 - The Sanbornton Building Committee is Disbanded in June**
- **2011 - The New Highway Garage is Completed in February**



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- **2014 – The Two Portable Classrooms at the Town Park Are Condemned in September Due to Mold and Structural Damage**
- **2014 – The Space Needs Committee is Re-established by the Board of Selectmen to Look at the Present and Future Space Needs of the Town by Department**
- **2014 – Both Portable Classrooms Are Demolished, Recreation is Relocated to the Highway Garage and Welfare to the Kitchen in the Town Offices**
 - The Recreation Commission's report stated: "The Recreation Department office is now temporarily located in the Town Highway Garage located at 60 Hunkins Pond Road"... "The Recreation Department has temporarily located its equipment and supplies at the Old Town Hall and the Transfer Station until a permanent solution is determined".
 - The Selectmen's report stated: "The Space Needs Committee was established to look at the present and future space needs of the town by department. This was the plan to move forward after our two buildings at the town park (recreation and storage buildings) were found to have irreparable damage and condemned. They have since been demolished and the Welfare Office, Recreation Department, supplies and town records have been relocated to the transfer station, town office, old town hall, and highway garage. This committee is ongoing."
- **2015 – Primex Police Department Facility Risk Assessment**
 - The Town's risk management company conducts a risk assessment of the Police Department and identifies numerous and significant deficiencies with the Police Department's facilities.
- **2015 – Space Needs Committee Report**
 - The committee summarized their charge and their findings, including: the Recreation Department needs office space and storage, the Welfare Office does not have adequate space in the Town Offices which is also posing privacy and security issues, town documents need a more permanent and secure solution for storage, the Town Office building and parking lot have space deficiencies, the Fire Department has space deficiencies, the Highway Department has been impacted by the emergency relocation of the Recreation Department to the garage, raising the Town Hall and adding a full basement could address storage needs for the town while helping in stabilizing the structure and the Police Department has critical deficiencies as identified by Primex which need to be addressed immediately.



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- **2015 – The Y Project Long Term Debt is Paid Off**
 - The final annual payment for the Y Project is made in the amount of \$142,761
- **2015-2016 – H.L. Turner Report**
 - The Select Board contracts with H.L. Turner to provide an evaluation and assessment of the Town Offices and Life Safety Building.
 - The report provides recommendations for the buildings and site, including: increase the Town Office space to 4,200 SF with a more secure arrangement, relocate the Police Department to the current Town Office building, provide the vacated Police Department space to the Fire Department (the “Domino Effect”).
 - The report also provides explanations as to why they do not recommend connecting the Town Offices and the Life Safety Building, nor adding a second floor to the Town Offices.
- **2016 – The Town Votes at Town Meeting to Approve \$20,000 for Retrofitting of Police Station**
 - The funds are approved on the warrant for retrofitting the Police Station for safety and security improvements following the Primex assessment.
 - Chief Hankard stated at Town Meeting that the appropriation would address “some of the more glaring issues like prisoner & civilian security”, create a booking area separate from the administrative rooms, and that it “will not get rid of all the problems but will hold us until a more permanent solution can be made”.
- **2017 – Safety and Security Improvements to the Police Department are Completed**
- **2018 – Security Installations at the Town Offices & Transfer Station**
 - Following a security and employee safety related incident at the Town Offices, the Select Board implements small scale safety improvements to the Town Offices and Transfer Station.
- **2018 – The Transition Bond is Paid Off**
 - The final annual payment for the Transition Bond is made in the amount of \$112,190



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- **2018 – The Town Votes at Town Meeting to Approve a Town Building Concept & Design Funding**
 - The Select Board presents an article on the warrant to utilize all of the previously collected data and recommendations and generate a town building concept & design in order to move forward in addressing the Town's space & safety needs.
 - The approved funds are to be transferred from the unassigned fund balance with no amount to be raised by taxation.
 - Voters on the floor express that they expect a completed concept & design and recommendations to come back at the 2019 Town Meeting.
- **2018 – Town Building Concept and Design**
 - The Select Board contracts with Bonnette, Page & Stone (BPS) to complete the Town Building Concept and Design.
- **2019 – Completed Town Building Concept and Design**
 - BPS presents the final Town Building Concept and Design along with the construction cost estimate to the Selectmen at their January 16th meeting.
 - The final product provides designs and cost to implement the "Domino Effect": constructing a new Town Office building behind and connected to the Town Hall, raising the Town Hall and adding a climate controlled basement for storage, converting the existing Town Offices to an adequate Police Department and converting the Life Safety Building to all Fire Department facilities. The "Domino Effect" will allow the Recreation Department and associated storage to move out of the Highway Garage and Transfer Station to the new building and Town Hall, and provide adequate and safe office and storage space for all Town departments including Welfare which is currently located in an unsafe and inadequate space (in the Town Office kitchen) .
 - The Selectmen move forward with placing an article on the warrant to bond and move forward with the project
- **2021 – Highway Garage Bond Will Be Paid Off**
 - The final annual payment for the Highway Garage Bond will be made in the amount of \$135,039.