

Building and Facilities Committee

Minutes of 1-9-20

Syd Crook Room; 6:30 p.m.

Members Present: Bowers, Bianchi, Cardillo, Beasley, Lewis, Hoglund, Cross, Sherman; Cannon

Also present: Chief Ed Andersen, representing the Police Department

The meeting was called to order at 6:30 p.m.

1. *Approval of Minutes*

The minutes of the previous meeting of December 19, 2019 were reviewed by the Committee and were then approved unanimously.

2. *Reports*

Mr. Cross reported on the status of heat repairs at the Police Station. The firmware for the system has been updated; there continue to be problems, but they appear to be related to the electricity source (*Eversource*) or the Town's own equipment. There are "brown-outs" and tripping of circuits. It is being looked into further.

The Chair reported that Rob Prohl, Chair of the Budget Committee has appointed Joe Cardillo to be the representative of the Budget Committee on this Committee.

The Chair reported that Mr. Lewis had visited the Sunapee Police station and was interested in visiting the Newport Police station; the former being new construction and the latter renovation of existing space. He noted that the Chief had earlier offered to set up a tour of the Sunapee Police station if Committee members wished to see it; and Ms. Hallquist has offered to set up tours for either or both stations if Committee members wish to see them. He noted that Committee members might find it useful in analyzing the schematic design plans that will be prepared for the New London Police station. Six or seven members of the Committee indicated they would like to have tours of those stations, and the Chair will ask Ms. Hallquist to coordinate with the Chief to set this up. He thanked Mr. Lewis for raising this as a possibility.

3. *Discussion of Police Station interviews*

Mr. Sherman reported on the interviews which had been conducted earlier in the day: Mires; Cowan Goudreau; and HL Turner. Discussion followed.

4. Selection process and recommendations

Mr. Sherman reported that it was the unanimous recommendation of the Police Station Subcommittee that the full Committee recommend to the Selectmen the hiring of Dennis Mires, PA, subject to the Subcommittee following up on that firm's references, which will be done by Mr. Beasley. He then explained the Subcommittee's rationale and responded to questions. The Committee accepted the recommendation, and Mr. Beasley will have completed the reference check by the next meeting, January 16. At that meeting, the Committee will then make its formal recommendation to the Selectmen, and the Chair will call for a vote on that recommendation. Mr. Lewis suggested that the Subcommittee also interview Warren Street Architects; but, after further discussion, the Committee concluded that it was not necessary to do so.

5. Discussion of next steps on Buker

Mr. Sherman informed the Committee that the Subcommittee would undertake to establish a schedule for entering into a contract and all the actions arising out of that contract and the work to be done; and would report back to the Committee. Chief Andersen stated that the site itself has serious limitations to it and should be part of the analysis undertaken. Mr. Sherman assured him that this was the intent – that although the schematic design plans would be addressing the interior of the building, and what could be done inside the building, the architect would also be including an assessment of the site itself as it relates to the schematic design plans.

6. Discussion of future agendas

The Chair introduced a proposal for future agendas (attached). He noted that he had added to the copy previously sent to the Committee the possibility of meeting with the Outing Club regarding space which might be available for Town use for the Recreation Department in its proposed new facility, and the question of whether the Committee would request a tour of the SAU facility related to space which might be available. The Committee agreed that, as a guide and outline, it was reasonable to pursue that schedule. The Chair noted that when

the Subcommittee has established a timeline for its work, it might affect the schedule as presented. He told the Committee that he would forward the proposed agenda outline to the Selectmen, so they would have an idea of the Committee's intended work over the next few months.

7. Other items to come before the Committee

Mr. Lewis suggested that the Committee should consider recommending to the Selectmen that the Town enter into negotiations with the owner of the property abutting the Buker building with the goal of a purchase of that property or a right of first refusal to do so. It was his opinion that if the architect retained concluded that the existing interior space is sufficient and acceptable for continued use by the Police Department, that issues related to the site, and the possibility of an addition to the Buker building, would indicate that it would be wise for the Town to own that property. Mr. Cardillo noted that some in Town expressed a desire to have parking available at that lot for use by Townspeople visiting the Town Green. Chief Andersen noted that there were serious issues for the Police Department at the Buker site, and that if, indeed, the Police Department were to remain there, the additional land would be of great assistance in solving some of those problems; though he still believes a new police station should be built on a separate site. Mr. Cannon noted that there was very little time remaining for such a purchase to be placed on the Town Warrant, that there had not been a thorough and clear vetting of the need to make such a purchase; and that the last effort by the Selectmen to obtain Town approval for funds to purchase property had failed.

Mr. Beasley stated that for the Committee to weigh in on such a purchase at this point would be inconsistent with everything the Committee has been attempting to do. He noted that the Committee has consistently insisted on making decisions and recommendations based only on facts established and data compiled; that the Committee's recommendation to hire an architect to prepare a schematic design plan for the existing space at the Buker building was premised on this procedure and analysis; and that none of that has taken place as to the need, if any, for purchasing the abutting property. He felt that the procedure should be as the Committee has proceeded in the past. The architect should

complete its work; the Committee should analyze the results of that work; the Committee should consider any additional work or modifications that might be warranted; and then, if the facts and data so indicated, the Committee should then make such recommendations as those facts and data warranted. The Chair expressed his agreement with Mr. Beasley, and noted that several Committee members felt that it might be a good idea to pursue a purchase, but that those opinions were personal to them as residents of the Town, and the Committee itself must make recommendations based on facts and data it collects and analyzes. The discussion concluded with the agreement that individual members of the Committee were free to express their individual opinions on the matter in whatever manner they chose to do; but that there is not at this time a position of the Committee on that issue.

8. Action Items.

a. The Chair will contact Ms. Hallquist to request that she and Chief Andersen arrange for tours for the Committee of the Sunapee Police Station and the Newport Police Station. He will also confirm with her that the Committee will appear before the Selectmen at its meeting on January 27, 2020, and request that to the extent possible she schedule the Committee at the beginning of the meeting, since some Committee members have additional commitments.

b. The Chair will contact Mr. Blewitt about the possibility of his meeting with the Committee on or about February 13, 2020.

c. Mr. Beasley will check on Dennis Mires, PA's references.

d. The Police Station Subcommittee will meet to establish times and procedures for moving forward with the architect contract and work to be performed.

The next meeting is in the Syd Crook Room, on Thursday, January 16, at 6:30 p.m. The meeting adjourned by unanimous consent at 7:27 p.m.

Respectfully submitted,
Robert Bowers, Chair

ATTACHMENT

Next Steps/Future Agendas (1-9-20 discussion)

- a. 1/16/20 Finalize recommendation to Selectmen for hiring of architect
- b. 1/16 et seq. Police Station Subcommittee prepares actions/questions related to employment of architect that is ultimately hired
- c. 1/23 TBD
- d. 1/27 Meet with Selectmen and present recommendation re architect
- e. 1/30 Review Report of Police Station Subcommittee and issues related to hiring of architect and proposed contract; take actions as necessary to enter into contract for hire
- f. 2/6 Review and vote on contract for hire prepared by Police Station Subcommittee; submit contract to Selectmen for approval
- g. 2/13 Meet with Scott Blewitt, Director, Rec. Dept., to discuss programs and space needs (after receipt of response to inquiry, and if he is available)
- h. 2/20 Meet with Louis Botta, Chair Emergency Management re storage and any other issues (after receipt of response to inquiry, and if he is available); Meet with Winfried Feneberg, Supt., SAU re space availability for Rec. dept. and meeting space availability for Town (if he is available) (tour?)
- i. 2/27 Review and approve Third Report to Selectmen; Meet with Outing Club representatives re space available for Rec. Dept. in any newly proposed facility
- j. 3/5 Meet with Bob Harrington and review land and buildings under control of DPW and input from DPW as to all other Town buildings and facilities (after receipt of response to inquiry, and if he is available)
- k. 3/12 Review any further issues remaining related to DPW, such as available land at sewer plant; use of office building/garage at sewer plant property; existing and potential future storage facilities at sewer plant property; confirm status of transfer station; and confirm Selectmen adoption of Records Retention Policy and steps being taken to carry it out
- l. 3/19 Meet with representatives of Energy Committee re plans related to all buildings and Town sites (if members are available)

March/April

m. Discussion of possible facilities manager position (recommendations to be in place by next budget cycle, no later than November, 2020)

n. Discussion of possible building inspector position for the Town (recommendations to be in place by next budget cycle, no later than November, 2020)

NOTE: Chair will be out of state from 3/25 to 5/6. Mr. Cross will be in charge of setting up meetings and agendas during that period of time.