

Building and Facilities Committee
Minutes of 10-24-19
Syd Crook Room, Academy Building; 6:30 p.m.

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

Absent: Williams

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

1. Approval of Minutes

The minutes of the previous meeting of October 17, 2019 were reviewed by the Committee and were then approved unanimously.

2. Reports

The Chair reported on the meeting with the Selectmen on October 21. He thanked those who were able to attend, and for their contribution to the discussion. He noted that Chief Andersen spoke in favor of a new police building, and stated some of his reasons. He also stated two new concerns: a safety issue for police vehicles entering Seamans Road from the shared driveway; and that the changes to the heating system have resulted in persons held in the holding cells being able to overhear conversations in the offices.

The Selectmen then voted two to one, Janet Kidder opposed, to support the Committee's Recommendation (3) in its Second Report to Selectmen, to start the process for preparation of conceptual plans, and to fund it from Town funds currently available. He deferred to the final Selectmen's minutes of the meeting for the actual wording of the vote.

The Chair also reported that he had reached out to the towns in Merrimack County with populations similar to New London (4,000), plus the Town of Warner. He has heard from two, Northfield and Boscawen, and will provide to the Committee a memo on the responses when he has heard from a few more.

3. Discussion and consideration of next steps

The Committee then discussed at some length the process and actions which should be pursued to carry out its Recommendation (3). Mr. Sherman reported that, at the Chair's request, he had reached out to those with whom he had business acquaintance for the names of firms with the qualifications the Committee sought. He has an initial list of 8 firms. Mr. Cross volunteered to work with Mr. Sherman to refine this list for presentation to the Committee.

Mr. Cross reported that he had some examples of RFPs which he could develop into a draft form for consideration by the Committee, and volunteered to do so. The Committee thanked both Mr. Sherman and Mr. Cross for their work and asked for drafts for the Committee's consideration at its next meeting.

Mr. Beasley suggested we refer to the IACP Guidelines to assist the Committee as we move forward. He also suggested that the Committee establish a time-line for moving forward on this issue. After much discussion, it was concluded that Mr. Beasley would develop a time-line document, consistent with the Committee's discussions, which would be distributed to the Committee and to the Selectmen, Administrator Hallquist, and Chief Andersen, through the Chair, setting forth the anticipated dates for actions and next steps (*e.g.*, developing and review of a list of potential firms, development and review of a draft RFP, input on both from Kim Hallquist and Chief Andersen), with a full discussion and finalization at a Committee meeting to include Ms. Hallquist and the Chief.

The Committee will also form a subcommittee consisting of one member each from the Office of Town Administrator and the Police Department, and at least three members of the Committee, to oversee and guide the process and the firm ultimately retained, with that firm to report to that Subcommittee, and as may be required or requested, to the full Committee.

4. *Other items to come before the Committee*

There were no other items discussed by the Committee.

5. *Action Items.*

- a. Mr. Sherman to develop a list of potential firms for consideration for the contemplated work, with the assistance of Mr. Cross.
- b. Mr. Cross to develop a draft of a proposed RFP which would be submitted to the final list of firms developed by the Committee.
- c. Mr. Beasley to set forth the time-line of actions as agreed to by the Committee.
- d. Chair to forward the foregoing to the Committee as a whole, to the Selectmen, to the Administrator, and to the Chief, for the input of the latter two; and for deliberation by the Committee, the Administrator, and the Chief or his representative, and decision by the Committee as to foregoing, at its next scheduled meeting.

The Committee agreed that it would not meet on Thursday, October 31; nor on Thursday, November 7. The next meeting is scheduled to be held in the Syd Crook room on Thursday, November 14, at 6:30 p.m.

The meeting adjourned by unanimous consent at 8:03 p.m.

Respectfully submitted,
Robert Bowers, Chair