

Building and Facilities Committee  
Minutes of 5-23-19 (approved 5-30-19)  
TML meeting room; 6:30pm

Members Present: Bowers, Beasley, Cannon, Lewis, Williams, Bianchi, Sherman,  
Cross

Absent: Cardillo; Hogland

The meeting was called to order at 6:33p.m.

1. *Election of Chair and Vice-Chair.*

The first item on the Agenda was the election of a Chair and Vice-Chair of the Committee. It was moved and seconded that Bob Bowers be elected Chair. There being no other nominations, Bob Bowers was unanimously elected Chair. Mr. Bowers then chaired the remainder of the meeting. It was then moved and seconded that Rip Cross be elected Vice-Chair of the Committee. There being no other nominations, Rip Cross was unanimously elected Vice-Chair.

2. *Discussion of Committee Charter/Charge from Selectmen; Committee make-up, meeting dates/time/location/length; process for meetings; Right-to-Know Law.*

The Chair noted that the Selectmen had proposed a Committee Charter (in Draft, Selectmen's meeting of 5-20-19) and had earlier discussed a Charge to the Committee (in Draft, Selectmen's meeting of 3-18-19). These were presented to the Committee, labeled as Document 1. The Committee asked the Chair to get clarification from the Selectmen that John Cannon and Michael Williams are full, voting, members of the Committee, and not appointed *ex officio*. The Chair asked the Committee Members to fill out an information sheet with name, telephone, email, and mailing and physical address. This was done during the course of the meeting. The Chair noted that he would take the minutes for the time being. He also stated that he would attempt to get the minutes in draft form out quickly, and would send them to Committee members for their review, and asked that if there were serious errors or omissions to let him know right away after receiving the

draft minutes. He stated he will then forward them to the Assistant Administrator for posting to the Town web site, but that it is important that the draft be as accurate as possible at that point. The formal review and approval will, of course, occur at the next regularly scheduled meeting of the Committee.

The Chair discussed the Right-to-Know Law and limitations on Committee member activities/discussions. The Chair noted that he will provide the web site citation for the NH Attorney General's Guidelines on this subject, and/or the pertinent excerpts from those Guidelines which he has prepared, to any interested Committee member who contacts the Chair for that information. The Chair then discussed, and cautioned, the Committee on the requirements of the Right to Know Law.

The Chair discussed the intended process for carrying on meetings, and the structure of meetings. The Chair suggested that meetings should generally not last more than one hour. The Committee agreed that weekly meetings, on Thursdays, at 6:30p.m., in the Tracy meeting room (if available) were appropriate. The consensus of the Committee was that this was an appropriate time and place for future meetings.

3. *Discussion of outline of potential areas/issues to examine.*

The Chair presented a rough outline of what issues the Committee may need to examine, and some thoughts on how to proceed, as Document 2. The Chair presented the inventory of property as printed in the Town Report (2019); and a separate listing of those properties on which were situate buildings. He suggested that some buildings would probably warrant more attention from the Committee, *e.g.*, the Buker Building, than others, but the mandate to the Committee included a review of all buildings. There followed some discussion of what constituted a "facility," as compared to a building, and whether there were issues related to "facilities" that required the Committee's attention.

The Committee also discussed the rough outline/proposal as presented and offered thoughts and suggestions. The Committee felt that these suggestions were premature at this point; but that the members would review those suggestions for future discussions. Phil Sherman proposed

that it was essential to reach an agreement on exactly what it is the Committee will be doing, before taking any next steps. Once that was resolved by the Committee, it could then determine the next steps to take and what information to seek. It was agreed that this would be the sole item on the next Agenda.

4. *Discussion of next steps/future meetings.*

The Committee requested that the Chair obtain from Kim hard copies of the Mires Report and the Harriman Report for each member of the Committee. These reports have been electronically posted on the Town's web site under the listing for this Committee.

The Chair noted that the Selectmen's charter to the Committee included that the Committee should name a member of the Committee to meet with Bob Harrington as necessary and appropriate, and to work in concert with Bob Harrington on present work in process contracts for work at the Buker building. The Chair inquired of Rip Cross if he would be willing to fill that role. Mr. Cross responded that he would, and the Chair appointed Mr. Cross to that role with the unanimous concurrence of the Committee. The Committee discussed at some length Mr. Cross's role as the Committee's liaison as to the current project undertaken by North Branch, and directed the Chair to let the Selectmen know that they believe Mr. Cross should have full involvement in, and a direct role in, all decision-making regarding this project. The Chair will advise Kim and the Selectmen of this appointment, and of the Committee's instructions to him in this regard.

5. *Action Items.*

- a. Chair to clarify with Selectmen that John Cannon and Michael Williams are fully-participating, voting members, and not appointed *ex officio*.
- b. Chair to contact Kim and the Selectmen to advise them that Rip Cross has been appointed as the Committee's contact person to work with North Branch and Bob Harrington; and that the Committee believes Mr. Cross should have full involvement in, and a direct role in, all decision-making regarding the current North Branch project, and future projects.

- c. Rip Cross to contact North Branch Builders and Bob Harrington to let them know he has been appointed by this Committee pursuant to the Selectmen's charge.
- d. Chair to contact Kim for hard copies of Mires and Harriman Reports for all members.
- e. Chair to contact Asst. Town Admin. to post notice of next meeting, and next meeting's agenda.
- f. Chair to contact Asst. Town Admin. to add weekly meetings to Town calendar.

The meeting adjourned by unanimous consent at 7:52p.m.

Respectfully submitted

Bob Bowers, Chair/Secretary