

Building and Facilities Committee
Minutes of 6-13-19
Syd Crook meeting room; 6:30 p.m.

Members Present: Bowers, Beasley, Lewis, Williams, Bianchi, Cross,
Hogland, Sherman
Absent: Cannon, Cardillo
Guest: Jim Perkins, Archivist

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

1. The Committee took a tour of the Archives under the guidance of Jim Perkins, Archivist. Mr. Perkins then presented a report on his assessment of current and future needs/issues for the Archives. (Written report attached hereto as Attachment A, and made a part hereof.) Mr. Perkins noted that the Archives was very good space, with fairly stable, but not perfect, climate control. Although the fire suppression is a wet sprinkler system which could damage records and other historical artifacts, he felt that this was the best alternative given its installation elsewhere (i.e. floors above) in the building. He believes the town should mitigate the risk of damage by replacing its current open shelving with semi-enclosed, compact mobile shelving; this change would offer both greater protection for the collection and increase storage capacity within the same footprint. The Committee had several questions, including issues of records retention, and space available or which might be needed to accommodate records retention. Mr. Perkins explained that there are certain legal state requirements for retention of municipal records which can be supplemented by local guidelines for retention of records of historical value. As to legal requirements, there are various time periods for retaining records depending on the category, some of which require permanent retention. Although some records may be retained digitally, there are practical concerns about electronic storage, including the variety of file formats (even within the RSA-mandated PDF/A format), digital

degradation (a.k.a. “bit-rot”), and the ability to certify the authenticity of digital records.

He noted that there is a Municipal Records Committee which had done some preliminary work on drafting a retention policy for New London’s town records, but the draft policy was never finalized or presented for adoption by the Board of Selectmen. He believes that such a policy would help town departments, boards, and committees determine their ongoing need for records storage space. The adoption of a policy would be followed by an inventory to identify records currently retained unnecessarily and therefore eligible for destruction. It would also help determine the scope of records scheduled for permanent retention, allowing the town to assess whether current storage capacity and conditions are sufficient. (See Committee discussion below.)

Mr. Perkins felt that there would probably be a need for some off-site space for retention of various records retained by the Archives, but which were redundant, accessed infrequently, or designated for deaccession. This space could be simple storage space with limited security or climate control.

2. Approval of Minutes

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

3. Reports

Mr. Cross reported that he met with Roland Pothier, project manager for North Branch Construction and Mr. Mike Regan, site manager for North Branch Construction at the Buker building, and they went through the building, with Chief Andersen also in attendance. Mr. Pothier explained what had been asked of North Branch at the inception for the project, what they had done to determine the scope of work to be done, methods employed to estimate the cost for that work, and the current completion status of the project. Mr. Cross noted that Mr. Pothier of North Branch had not reviewed the Harriman report, but had relied on oral statements of the needs for the work proposed during a walk-through of the Buker building with Kim Hallquist, Bob Harrington, and Chief Ed Andersen. Mr. Cross then

recapped for the Committee the process used by North Branch to estimate the project and the particulars of the project in its current state. Spray foam insulation of the underside of the roof has been completed, creating a cold roof, the attic will be “hot” as the new HVA/C units will be there, two new pulldown access ladders to the attic space have been installed, the new equipment has been installed in the attic space and new equipment on the exterior of the building has been installed. Each new attic unit will be controlled by an individual thermostat. As a result each area, not each office, will have a thermostat. Thermostatic control of each room is a much more sophisticated and expensive system which would be a variable air volume [VAV] system, which was not included in the scope of the North Branch estimate. North Branch has also installed a separate mini split system for the data room to eliminate the current method of drawing off heat by means of a fan that exhausts to the stairwell. Nearly all of the mold mitigation has been completed and tested, with related carpentry work, though there is one small area remaining to be completed. Most of the mechanical equipment is on site and is being piped and wired. The new cabinet heaters for Whipple Hall are due to be delivered at the end of June to be installed upon arrival. The project should be completed by early-July.

Mr. Cross noted that not only did he have an excellent working relationship with North Branch and Mr. Pothier and Mr. Regan, but that Chief Andersen reported to him that he also had found North Branch and Mr. Pothier and Mr. Regan excellent to work with, and that they have accommodated the Police Dept. in their work on the site. Mr. Cross also reported that there were one or two minor change orders that are not a part of the original estimate, but that it was necessary work at minimal cost. He gave as the primary example that the asphalt pavement in front of the personnel entry door next to the sally port heaves in winter and poses a life safety issue as the exit door cannot be opened with the heaved up pavement. There were also a few fire safety issues. North Branch has reported to Mr. Cross that in addition to completing the project early, it expects to come in under its Guaranteed Maximum Price and expects the

final costs to be in the range of \$600,000, depending upon potential additional work requested by the Chief and the Fire Department.

North Branch's mechanical contractor, SAM Mechanical, will have their mechanical engineer conduct an observation site review at the end of the project to be sure that the work has been installed in accordance with the design.

The Committee unanimously expressed gratitude to, and support of Mr. Cross in his efforts.

4. *Discussion of Committee Charter/Charge from Selectmen*

The Chair then opened discussion on the assessment presented at the last meeting, for further input and amendment. He expressed the hope that this could be fleshed out sufficiently at this meeting that he could present it to the Selectmen at their meeting on June 17. After reviewing the conclusions from the last meeting, it was the consensus of the Committee that the version adopted at that meeting was sufficient and needed no other additions; and that it could be modified as work progressed, as needed. By unanimous consensus the Committee then approved the assessment as presented, and requested that the Chair forward it to the Selectmen for discussion and input at their June 17 meeting. (Assessment attached hereto as Attachment B, and made a part hereof.)

Several members then raised the issue of records retention, and the possible need for space. After much discussion, it was unanimously

RECOMMENDED to the Selectmen that they:

1. Consult with the Municipal Records Committee, and request from it a recommendation for a Records Retention Policy for the Town for both municipal and historic records, both legally required and as may be appropriate for historical record-keeping purposes.
2. After discussion and review, adopt a Records Retention Policy based on the recommendations of the Municipal Records Committee.

3. Disseminate the adopted Policy to all Departments, Committees and other record-keeping entities under the Control of the Town, and direct each to begin the process of adhering to that Policy and adopting internal procedures to ensure continued and timely compliance with that Policy for the present and into the future.
4. Direct each such entity to sort through all existing records to determine what must or should be retained under the Policy, and make appropriate arrangements for such retention; and to determine what records and materials need not, or should not be retained and make arrangements for the appropriate and proper destruction of such records and materials.
5. Direct each such entity to adopt a plan for continued retention of required records and make a determination of the space needed for such retention both at the present and as it may exist in the next twenty (20) years; and to inform the Selectmen and the Building and Facilities Committee of that existing and future need, for Town-wide planning purposes.

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

The Committee then discussed meeting with Mr. Lyon at the next meeting, on June 20, for his assessment of Fire Department needs, and to take a tour of the fire station; with Ms. Licks at the following meeting on June 20, for her assessment of Library needs, and to take a tour of the Library (with Mr. Cross to chair the meeting); with Kim Hallquist at the meeting on July 11 (the Committee determined not to meet on July 4), for her assessment of the Academy building needs, and, perhaps, if she or the Committee feels it important to do so, to take a tour of the Academy Building (which may not be needed since the Committee has already taken a tour of the Academy building). The Committee also felt that Town Clerk Linda Nickols should be invited to that meeting for any input on building and space needs that she may have. The Chair confirmed that Mr. Lyon has

agreed to meet on June 20, and Ms. Licks has agreed to meet on June 27. Both have also agreed to provide a written statement of current and future status and needs prior to meeting, in the form provided by Mr. Perkins for this meeting (June 13). He also informed the Committee that he had invited Ms. Hallquist just recently and had not yet confirmed that she could attend on July 11, but thought there would be no problem.

The Committee anticipates meeting with Mr. Harrington at the DPW facility at some time in July, and have a presentation by him of DPW buildings, sites, facilities throughout the Town, at subsequent meetings, to be determined. There will probably be a need for more than one meeting with Mr. Harrington because of his wide area of responsibilities and knowledge of Town buildings and facilities.

The Chair requested that the Committee continue to simultaneously review the Buker building issues in the reports they have, while the Committee moves forward on compiling information on the other Town buildings being reviewed. He requested that each member bring to future Committee meetings any questions and/or request for further information related to the Mires and Harriman reports they may have based on that member's analysis of the issues raised in those reports. Mr. Sherman then volunteered to make an outline of the problems noted in both the Mires and Harriman reports, in order to have a workable template for the Committee in its review process. The Chair thanked Mr. Sherman for undertaking that effort, as it will greatly simplify the Committee's work on this topic. The Committee unanimously shared that sentiment, and thanked Mr. Sherman for his willingness to take on this task.

6. *Action Items.*

- a. Chair to contact Mr. Harrington regarding meeting with him at the DPW in July, and to request a written statement prior to that meeting of the current status and needs, and future issues for DPW buildings and facilities, to include a statement of the function supported by any proposed additions/changes to the respective buildings under the

auspices of the DPW; and, also, to report on any pertinent matters of which the DPW is aware related to any and all other Town buildings.

- b.* Chair to confirm with Ms. Hallquist whether she will be available to meet with the Committee on July 11.
- c.* Mr. Sherman to create an outline of issues raised by the Mires and Harriman reports for discussion and analysis at a future meeting dealing with these issues.
- d.* Committee members to bring to future Committee meetings any questions and/or request for further information related to the Mires and Harriman reports in anticipation of the Committee's future analysis of the issues raised in those reports.

The next meeting is scheduled to be held at the Fire Department on Thursday, June 20, at 6:30 p.m.

The meeting adjourned by unanimous consent at 8:13 p.m.

Respectfully submitted
Bob Bowers, Chair/Secretary

ATTACHMENT A

NEW LONDON TOWN ARCHIVES

To: NL Building Committee

Date: June 11, 2019

From: Jim Perkins

Re: Archives Space Assessment

Old Academy, 375 Main Street, New London, NH 03257

The New London Town Archives occupies most of the basement level in the Old

Academy Building. The space is sufficient for long-term storage of historical documents and town records, but some climate, lighting, and shelving improvements would aid preservation and mitigate risks to the collection, as noted below.

1. Current major building needs and repairs.
None in archives spaces.
2. Current maintenance needs not attended to in the ordinary course.
None in archives spaces.
3. Current space needs for activities/personnel/storage/other reasons; to include a statement of the function supported by any proposed additions/changes to the respective building(s).
 - Off-site storage for duplicate and deaccessioned materials.
4. Future major building needs and repairs.
None in archives spaces.
5. Future maintenance needs not attended to in the ordinary course.
None in archives spaces.
6. Future space needs for activities/personnel/storage/other reasons to include a statement of the function supported by any proposed additions/changes to the respective buildings.
 - Dehumidification/climate control in annex.

- Compact mobile shelving to reduce sprinkler risk.
- Additional flat (oversize) storage drawer capacity.
- Replacement of fluorescent lighting with LED.
- Additional book shelving in Reading Room.
- Small chest freezer for mold/mildew treatment, film storage.

ATTACHMENT B

Building assessment portion of our understanding of draft charter, June 13, 2019
Meeting

- i. The construction process/controls/management etc.
Deferred
- II. The assessment of the buildings
 - A. Objectives of building assessment
 - 1. Assist the select board in being responsible stewards of town owned property
 - 2. Provide support to Town government in assessing additional needs/functions for Town proposals for facilities for future needs; and procedure for examining those issues
 - 3. Historic preservation
 - 4. Minimize surprises
 - B. Tasks
 - 1. Assess buildings and facilities against current functions
 - 2. Assess buildings and facilities against increasing expectations or increasing requirements for current functions
 - 3. Assess buildings and facilities against additional functions as determined by the Selectmen
 - C. Assessment
 - 1. Short term maintenance needs
 - 2. Predicted long term maintenance needs, e.g.:
 - a. Roof
 - b. Doors and windows
 - c. Heat
 - d. Electrical
 - e. Water
 - f. Site work and drainage
 - 3. Fire code and fire safety
 - 4. Accessibility
 - 5. Energy
 - 6. Space
 - 7. Arrangement (layout of space; size of space components), alterations, updating
 - D. Resources for assessment
 - 1. Users (DPW, Police, Admin, etc.)
 - 2. Bob Harrington input as current overseer of Town buildings
 - 3. Committees (Building, Energy, Planning/CIP, Budget, other)
 - 4. Consultants
 - a. Previous reports
 - b. Future efforts
 - 5. Codes
 - 6. Standards
 - 7. Capital Improvement Plan
 - E. Background information

1. Need breakdown of building elements and systems
2. Need nominal life expectancy of building elements and systems
3. Need age of existing building elements and systems
4. Previous reports
 - a. Buker
 - b. Whipple

F. Other?

III. Issues related to a building inspector.

Deferred