

Building and Facilities Committee
Minutes of 9-2-21; Syd Crook Room – Academy Building

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

Absent: Cannon

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

1. Approval of Minutes

The minutes of the previous meeting of August 12, 2021, were reviewed by the Committee and were then approved unanimously.

2. Reports

Whipple Hall Subcommittee: Phil Sherman reported that at the last meeting of the Subcommittee, Kim stated that she believed the Town had funding available for the AV and wall panels. The rest of the improvements will be in a Warrant Article for Town meeting. He also talked with Jamie Hess, Chair of the Energy Committee, and they have similar proposals related to Whipple Hall as those suggested by the BFC.

Academy Building Subcommittee: Peter Bianchi reported that they had met with Will Kidder, Town Clerk, and that his main priority is to have a second window to serve residents. There was also some discussion about expanding the Clerk's office into the space now used as the Administrator's office; and relocating that office. The subcommittee discussed, and the Committee agreed, that there was sufficient space in the Academy Building to accommodate any office needs by removing the EMC storage in the former office space on the second floor. However, were the Clerk's office to expand in this way, the space now used for storage would not be available for a shared office for other committees. The Committee concluded that allocation of space in the Academy Building was something to be resolved by the Selectmen/Town Administrator, but that the Committee would be happy to share with them the various options it has discussed that appear to be available. In any event, the need is not immediate and should be revisited when there is further information available related to the actual timing and use of the Clerk's office after records retention efforts have been completed, actual visits by residents are determined given many are now using the recently established means of doing business without physically going into the office, and additional changes have been addressed and completed with regard to practices and procedures and the layout of the office that might help alleviate the concerns.

3. *Old Business*

Peter Høglund reported that he had discussed the transfer station needs with both Bob Brown, Conservation Commission, and Bob Harrington, Director, DPW. The Sunapee transfer station has attempted to resolve their traffic issues by adding lane lines, but the result is less than satisfactory. Bob Harrington has not resolved how to proceed with software for facilities management. There was then some discussion to the effect that the system for facilities management should be determined first, followed by identifying software to deal with the needs of that system, and then a determination of the responsible individual to manage the system, which could be the Director, DPW, but could also require some other person to fill that position.

Peter Bianchi reported that he had been meeting with the CIP, and that each department was presenting its needs in spread sheet form. He will share those with the Committee. The format appears to be to gather together what each department states as needs but not delve into the underlying basis for the stated needs. It is simply an attempt to provide information to the Selectmen on what is stated to be needed for their use in making decisions; it is not intended to be a recommendation or advice to do or not do what is requested.

The Chair reported on the continuing discussions with Nancy Rollins, Selectman, and Paul Gorman, Chair, Planning Board, related to the upcoming public forums on Town priorities. Paul was not able to attend their last meeting. Meetings are scheduled for Saturday, October 23, 2021, from 7:30 – 9:30 a.m.; and on Monday, October 25, 2021, from 7:00 – 9:00 p.m. There will be Executive Summaries provided to attendees related to the Master Plan and the CIP prepared by Paul Gorman, and related to the BFC Investment Report prepared by Colin Beasley. There will also be spread sheets as to each of those (CIP, Master Plan, BFC Report) listing the items under consideration and the anticipated cost of each. There will be a short presentation as to each. There will then be a short presentation on the various alternatives for the Police Station and a statement from the Chief of Police. Both the introduction presentation and the Police Station presentation will be followed by a public Q&A session.

The Chair also reported that he had met with Kim Hallquist, Administrator, about collaborative efforts to establish procedures and further meetings with

departments. A meeting has been scheduled for Kim and the Chair to meet with all department heads to discuss these issues to be sure everything proceeds smoothly.

4. *Other items to come before the Committee.*

None.

5. *Action Items*

(from 4-1-21)

- A. Peter Hoglund to discuss with Bob Harrington his thoughts on needs and solutions related to the DPW/transfer station, and to gather the relevant information and facts for future discussions with Mr. Harrington and the Committee. **Ongoing.**

(4-15-21)

- B. Peter Hoglund to confer with Bob Harrington, Mike Williams, and Phil Sherman to establish meetings and discussions to analyze facilities software issues. **Ongoing.**

(5-20-21)

- C. Peter Hoglund to meet with Bob Harrington, John Manaras, and Bob Brown to review possible changes at the transfer station to accommodate current needs. **Ongoing.**

(8-12-21)

- D. The Chair to forward to the Selectmen the statement of actions related to Attachment A of the BFC Investment Report. **Done.**
- E. Phil Sherman will contact Jim Perkins and Kim Hallquist to meet with the Whipple Hall Subcommittee related to Whipple Hall improvements. **Done.**
- F. Phil Sherman will follow up with Jamie Hess regarding a joint effort of the BFC and the Energy Committee to define what additional work should be pursued at Whipple Hall and a process for doing the work required. **Done.**

(present)

- G. The Chair to update the spreadsheet proposed for the Community Forum introduction section to map more closely to the page proposed for the Master Plan.
- H. Phil Sherman and Rip Cross to meet to establish estimates of costs for those items recommended in the BFC Investment Report.

- I. Peter Bianchi to forward to the Committee the spread sheets prepared by Department Heads and submitted to the CIP.

The next meeting will be Thursday, September 16, 2021, at 6:30 p.m., in the Syd Crook Room of the Academy Building.

The meeting adjourned by unanimous consent at 8:26 p.m.

Respectfully submitted,
Colin Beasley, Chair