

DRAFT

N.B. The following record is in draft form and has not been approved by the Committee. This record should not be relied upon for any actions or decisions, which should await the final version when approved by the Committee.

**Building and Facilities Committee
Record of 3-17-22; Syd Crook Rom, Academy Building**

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

Also present: John Cannon, Bill Helm

The meeting was called to order at 6:00 p.m.

1. Approval of Minutes

The minutes of the previous meeting of February 17, 2022, were reviewed by the Committee and approved unanimously.

2. Reports

The Chair reported that Nancy Rollins will be the Selectmen's representative to the committee, and that the Selectmen have changed their meeting schedule to Thursdays through the end of June. The next meeting will be March 31, followed by April 14, at the SAU conference center.

Whipple Hall Subcommittee: The Chair noted that the Town had passed the bond request for \$600,000 at the Town Meeting. Regarding current Whipple Hall work previously approved, Phil Sherman reported that some materials have been delivered for work there, but that other materials are backlogged, namely the audio components. Regarding the new work approved at the Town Meeting, Phil stated that there remained some fairly significant decisions which would have to be made by the Selectmen, one of which is whether to install air conditioning at this point or wait to do so later if it proves necessary for comfortable use of the room. Another is whether to install electrical outlets in the floor to serve the tables to be purchased, which could have implications as to the historical impact on the building. Another decision relates to whether the Town continues to need the services of an architect for this project now that it has been defined, or whether continuing with just the engineering firm which is being used would suffice. There is also a concern about the noise from the heaters, perhaps the fans, which needs to be remedied. This is tied into decisions which need to be made regarding the HVAC system, including whether to use heat pumps as recommended by the Energy Committee.

Bill Helm stated that there should be the opportunity to make a decision soon on furniture needs so that a purchase can be made before prices continue to rise. Phil responded that this was true but would require a decision from the Selectmen on the electric outlets, because if they are not to be installed in the floor then the tables would not need to be

equipped to provide for electrical equipment, which would cost less. Bill Helm requested that this be brought to the Selectmen as soon as possible so that a decision can be made and furniture ordered.

Phil Sherman then discussed that a decision also has to be made by the Selectmen as to whether to treat this work as a project, which is how it has been estimated at present, or whether the Town should proceed with separate elements while waiting to decide whether to move forward on other elements. He gave as an example that a decision by the Selectmen to wait to install air conditioning until a later date, after determining whether there is a need based on experience with the hall's use, then it would affect other decisions on moving forward. In addition, as the Town uses the room more, a determination as to whether additional acoustic work would need to be made. The Chair suggested that the discussion of furniture could be brought to the Selectmen by the meeting at the end of March; the Selectmen can also be briefed on the project aspect of the remaining work to secure some direction from them as to how the Town should proceed with those aspects of the approved warrant article. Phil Sherman stated that there will be a subcommittee meeting to determine what is brought in front of the Selectmen.

Phil Sherman then noted that this project is tied to the efforts of the BFC on facilities management. A facilities management system would likely have three components: those that can easily be handled by the DPW with the personnel, equipment, and expertise they have in house; those that are large projects which will require an outside project manager; and those that lie in between. As to the last, it would require for each such project that the DPW make a thorough analysis as to whether it could handle the project or whether it would require a project manager. The Whipple project is one such project and could serve as a testing ground for what may be needed in terms of DPW capacity for such projects. That will then help define some of the issues in a facilities management system.

Facilities management: Peter Hogle reported that they have worked with Bob Harrington to develop a complete list of all facilities in Town and are developing procedures for how all work will be handled as to those facilities, from daily maintenance through major work to be done.

DPW/transfer station: Peter Hogle reported that Bob Harrington is moving forward with Horizon which did wetlands mapping at the station on an earlier occasion to prepare mapping for the current work contemplated. Joe Cardillo stated that the Town is working with the NH DOT related to expansion of the park and ride, and as part of those discussions was renewing efforts to pursue acquisition of rights to develop a portion of the State land at Exit 12 to allow for better use of the transfer station property. He is hopeful this will bear fruit as the person from the State seemed receptive and the Town has made some accommodations to the State related to the expansion of the park and ride.

Police Station Site Review Subcommittee: Pete Hogle reported that the committee was

down to three sites under consideration and anticipates making a report to the Committee after its next meeting.

Academy Building Subcommittee: No report.

3. *Old Business*

The Chair opened for discussion the Municipal Resources Safety/Security Needs Assessment for the Town Office (MRSA). He noted that this assessment is an outgrowth of the Committee's original report and recommendation to the Selectmen that safety and security needs should be addressed at the police station, in particular the bullet-proofing of certain windows. Kim Hallquist, Town Administrator, subsequently raised with this Committee in her last report that safety and security issues at the Academy Building should also be addressed. That report delineated a number of the issues now included in the recommendations in the MRSA. The safety issues of both the police station and the Academy Building were addressed to the Selectmen with the recommendation of this Committee that a professional in the field be retained to determine the priorities of location for bullet-proofing at both of those buildings and establish estimates of the cost of each component, which would allow for a cost analysis of proceeding with those specific safety measures. The MRSA is the result of that Selectmen's meeting but does not cover the needs of the police department as had been requested.

Phil Sherman and Rip Cross stated that some aspects of the report appear to be inaccurate, some seem unworkable, and that it does not address the issue of bullet-proof windows. The Chair noted that the report contained no timeline or cost estimates for any of the recommendations. He then discussed that safety and security issues were in fact already included in the spreadsheet put together by the BFC of work that needs to be addressed, and that has been part of ongoing discussions with the Selectmen as a project. He has spoken with Kim Hallquist, Town Administrator, about these issues and Kim Hallquist has said that there first need to be decisions made on the location of the Clerk's office within the building, and reallocation of the space if needed in order to determine where and how certain components should be addressed. He also noted that this Committee has concluded that all current administrative functions can be handled in the existing space and has identified to the Selectmen and the Administrator resolutions on how reallocation of space might proceed, but that those final decisions are for the Selectmen and Administrator to make.

He then reported that he had attended the last Selectmen's meeting, where Nancy Rollins was elected chair, and that she had stated that the Selectmen's office would be preparing a project work spreadsheet, a "dashboard," delineating matters which have been discussed and require action by the Selectmen's office. This will be used by the Selectmen to follow up on those tasks at each meeting to determine the status and what remains to be done in order to track progress. This will allow the Selectmen to keep current on issues and matters that have been undertaken in order to make sure they continue to move forward. The MRSA report and police station safety measures will likely be among those matters addressed.

4. *Other items to come before the Committee.* None.

5. *Action Items*

(from 4-1-21; 4-15-21; 5-20-21)

- A. Pete Hoglund to (1) continue discussions with Bob Harrington regarding the 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; (2) continue discussions with Bob Harrington, Mike Williams, and Phil Sherman to analyze facilities management issues; and (3) meet with Bob Harrington to review possible changes at the transfer station to accommodate current needs. **Ongoing.**

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- B. The Chair will contact Kim Hallquist, Town Administrator, regarding the actions being taken to move forward on storage needs in terms of square footage requirements. He will also talk to Paul Gorman, Chair, Planning Board, about the Planning Board and this Committee working together to assess capital needs of the Town. **Conversations initiated; Kim Hallquist indicated that the storage needs work has not yet been started and he is awaiting a response from Paul Gorman, recognizing that the request to be engaged in the CIP may be early.**
- C. The Chair will follow up on the installation of a second window in the Town Clerk's office with Kim Hallquist, Town Administrator, asking that she resolve the issue with Will Kidder, Town Clerk, and Matt Grimes, DPW. **Done.**
- D. John Cannon to ask Kim Hallquist, Town Administrator, if the Town has drawings of the basement of the Academy Building. **Done; Kim is searching records to determine if any exist.**

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- E. Peter Hoglund and Joe Cardillo will obtain such plot plans and similar information as exists related to the Bewley, Broom, and Cricenti properties and deliver them to Rip Cross.
- F. Rip Cross will visit the Bewley, Broom, and Cricenti sites after receiving plot plan information to make an initial assessment of potential development costs.
- G. Provide written feedback to Chair on the Municipal Resources Safety/Security Needs Assessment for the Town Office (MRSA) **All**
- H. Send Comments on Municipal Resources Safety/Security Needs Assessment for the Town Office (MRSA) to Kim / Selectmen **Colin**

The next meeting will be April 7, 2022, at 6:00 p.m., in the Syd Crook Room of the Academy Building.

The meeting adjourned by unanimous consent at 7:24 p.m.

Respectfully submitted,
Colin Beasley, Chair