

Minutes

Bristol Select Board

June 18, 2015

Present: Janet Cote, Shaun Lagueux, Rick Alpers, Betsy Schneider, Paul Manganiello, Town Administrator Michael Capone, Police Chief Michael Lewis, and Lieutenant Chris Bean.

Mrs. Cote opened the meeting at 5:00 to discuss the space needs issues of the Police Department and the Town Offices. Mr. Capone introduced Eric Palson and Jason La Combe from SMP. Mr. Capone mentioned that last week Eric and Jason had toured the two properties for sale, Mid-State and the boat shop, as well as the current Town Office/Police Department. SMP architects prepared a spreadsheet to evaluate the options available to the Board at this time. The total project budget sheets were distributed to the Board.

SMP presented the four options to the Board. The Mid-State building will require an addition to include the sally port. The renovation of the entire building is included in the budget including site work and landscaping. The boat shop property consists of primarily interior renovations. This building is only two years old and the contingency amount is less as the potential for hidden expense is much lower. The budget presented includes paving, site work, and some money to finish the exterior of the second building on the property. The Lake Street building is 7,000 square feet. A grade level access building could be built on the steep hill behind the current building. The buildings would not have to be connected. The side lot option budget includes limited renovation to the current building and expanding the Police department. The building would be connected.

Mrs. Cote asked if the boat shop budget included the interior of the second building on site. SMP replied that the interior is not included as it is not necessary for this part of the project. Just the outside of the building would be finished.

Mr. Manganiello asked if the side lot project would include a two story police station and to clarify the contingency fees. SMP replied that a one story building is the more cost effective way to go if the land accommodates it. The contingency fee is a percentage based on the cost of construction for both new construction and renovations.

Mrs. Cote asked for clarification on the \$50,000 budgeted for the renovations for the Town offices in the Mid-State building option. SMP replied that the police department could be moved to one of these buildings and by doing nothing to the current building the numbers could be equalized. Mr. Lagueux commented that the \$50,000 could be eaten up pretty quickly on this building.

Ms. Schneider asked for clarification on the total square footage of the current building. The property tax card states that it is 5,300 square feet and it is being reported by SMP as 7,200 sq. feet. Mr. Capone replied that the effective area is only taken into account not the total foot print of the building. Mr. Lagueux commented that bathrooms are not counted as livable square footage.

SMP commented that the critical first step the Board should consider is what the Town needs to function not just today but for the future needs too.

Mr. Lagueux commented that in his opinion the boat shop appears the most cost effective option and the cost could be lowered by shopping around. Mr. Lagueux added that it is startling to see the difference in the four projects. The boat shop property gives room for expansion also.

Ms. Schneider commented that she would like to keep the current building as the police department and use the side property for the town offices as it is less expensive to build a town office than a police department. SMP replied that it is cheaper to build a new police department than it is to renovate the current police department.

Ms. Schneider commented that the police chief stated at a CIP meeting that the police department should be downtown. Chief Lewis clarified his statements from the minutes of the CIP meeting. The minutes reflect Chief Lewis stating that the police department should be located in the area of Lake Street, Pleasant Street, or Summer Street.

Mr. Alpers commented that the numbers presented by SMP are a great foundation to start from. The numbers are fluid and can swing both ways once the bidding is started. Mr. Alpers stated that in his opinion the boat shop property is the most attractive piece of property. Mr. Lagueux agreed with Mr. Alpers stating that there will not be a disruption to town office business. There will be no need for temporary work spaces.

Mrs. Cote asked for an estimated time for the construction. Mr. Alpers replied that the GC usually gives those estimates. SMP replied that the back site project would be around 11 months. The boat shop project is all interior work and would make a great winter project for a construction company. This would make it bid out more competitively as it would get a lot of interest. The Mid-State building is only part interior work and with the addition would take about 6-7 months of construction.

Ms. Schneider asked if the boat shop would hold the police department and the town offices. SMP replied that they did not look at that specifically but the property does give the town a lot of flexibility for growth. SMP suggested that the second building on the site could be a possible revenue source if the building were rented.

Mr. Manganiello commented that the Town will lose tax revenue from the boat shop no longer being on the tax rolls. Losing \$10,000 in taxes per year over 40 years adds up to about half a million dollars. Mr. Manganiello commented that in his opinion the requirements to finish making the police department compliant should be done and the town offices should be moved to the Old Town Hall and give the entire current site to the police department. Mr. Lagueux replied that the Old Town Hall is a bad option based on the study done previously that included having to purchase the property next to it, tearing down a building, and parking issues.

Ms. Schneider asked SMP what other police departments and town office projects they have worked on. SMP replied that they have worked on the police department in Hopkinton, the fire station in Meredith, the municipal complex in Canterbury, the town office in Rye, the town hall in Milford, and the prison for Belknap County and Sullivan County.

Mrs. Cote asked what a 6,000 sq. ft. police station will look like. Chief Lewis replied that when plans for the boat shop are drawn up the sally port doors are already there. The administrative duties will be performed on the lower level near the front of the building. The more expensive area to build will be the booking room area. The upstairs may not be put to use because of the legality of having to install an elevator or a lift. The first floor is 8,300 sq. ft. To lower the square footage one bay could be removed for police department use but the may space may be needed to grow into. The space could be effectively used for years to come. The upstairs could be used if it is not open to the public as an elevator would not be required. The design for the boat shop property would have to be very thorough and complete. SMP commented that the ADA guidelines specify that since the second floor space is less than 3,000 square feet there is no requirement to have an elevator. The police department is considered an essential facility and the building codes require the police department to be built more durably and stronger than other facilities. It would be easier to reinforce the frame on the boat shop building.

Public comments:

Mr. David Hill commented that the loss of revenue from the boat shop and Mid-state properties is a concern. The one thing in favor of the boat shop is the sally port can be incorporated. The second building on the boat shop property could be used by the Highway department as a sand/salt shed.

Mr. William Cote commented that the Town already has a plan for the Transfer Station that included a sand/salt shed.

Mr. Paul Simard commented that the public hasn't heard each of the figures for the proposed projects. Mr. Simard feels the Board is a little too close to the project to be objective and feels an independent study commission could be used for the project and to tell what the Town needs are. Mrs. Cote replied that the Board is going on information from past space needs studies and that there have been discussions in the past on these issues.

Mr. Ernie Richards asked where the numbers SMP is presenting came from. Mrs. Cote replied that Jeff Downing from CCI supplied some numbers and SMP fine-tuned the numbers. The numbers are not actual numbers as there is no real design yet. Mr. Richards commented that it may be worthwhile to have another set of eyes look at this. Mrs. Cote replied that there is a consensus that the police department needs to be brought into compliance and the opportunities with the properties available now needs to be acted on.

Mr. Walter Waring commented that the police department needs have been put off and something needs to be done before something stupid happens such as someone gets hurt and the Town gets sued. An independent study will put that decision off. Ms. Schneider replied that we don't know the plan yet so how do we make a decision and we need to know exactly what the plan is to decide.

Mr. Manganiello asked how the Town will secure a down payment to purchase the property without an appropriation. Mr. Alpers replied that the purchase will be contingent upon approval at Town Meeting.

Mr. Alpers made a motion to offer the boat shop property the sum of \$450,000 and to authorize the Town Administrator to rise the amount to \$475,000 and sign a purchase sale agreement if the other party is agreeable all contingent upon Town Meeting approval. The motion was seconded by Mr. Lagueux. Mr. Lagueux commented that he is in favor of this property because it is the most cost effective and has the most flexibility going forward. Mr. Alpers commented that the Town is just making an offer and does not have to agree to the owner's terms. The property addresses space needs for the police department and other Town needs. Mr. Manganiello commented that he has difficulty with signing a check for which there is no appropriation. Mr. Alpers stated that there is no down payment specified in the motion. Mrs. Cote commented that the motion just allows the Town to move forward in securing the property. Mr. Alpers commented that the design process will take time and the Town needs to work with the owner to be ready for Town Meeting in March. Ms. Schneider commented that she is personally not in favor of the boat shop and that the side property still needs to be looked at. Mrs. Cote commented that she would like to see real designs for the two options to tell the Town what the cost will be but time is of the essence regarding the boat shop. The Board voted 3-2 in favor of the motion.

Mr. Capone informed the Board that there is a requisition for the second part of the police cruiser warrant article for the equipment to be installed in the cruiser. Chief Lewis stated that the two quotes he has received are \$14,430 from Adamson Industries and \$15,183 from Ossipee Mountain Electronics. The cruiser is now a 2016 not a 2015 model. Adamson Industries is looking at providing some used equipment which will save money. The used equipment is why the purchase order is not to exceed \$12,700. Ms. Schneider asked if Chief Lewis got Ossipee to rebid with the changed options. Chief Lewis replied that Ossipee doesn't possess the used equipment and that Adamson Industries does. The options were researched when the cruiser was changed to 2016 and there is significant savings going with used equipment from Belmont, Massachusetts. Chief Lewis commented that Ossipee feels that they can't get the cruiser built in a timely manner due to staffing issues. Mr. Lagueux made a motion to approve purchase order # 002755 in the amount of not to exceed \$12,700, seconded by Mr. Alpers. Ms. Schneider commented that she will vote no because the purchasing policy was not being followed as there are not three quotes. Mr. Alpers stated that this was already approved at Town Meeting and it came in for less than what was approved at Town Meeting. The Board voted 3-2 in favor of the motion.

Mr. Capone informed the Board that the MS-535, which used to be called the MS-5, is ready for the Board to sign and send to DRA. The Board signed the MS-535.

Mr. Capone informed the Board that Mr. Steven Means is opening Newfound Hog-wild BBQ. As per standard procedure, Mr. Means sent a request to the Police Chief and the Board for a letter in support of his application for a liquor license from the State. Chief Lewis added in the appropriate language in the letter. The Board agreed to sign the letter to send to the State for approval.

The Board signed the 911 mapping forms.

Mr. Capone informed the Board that he is working with Sandra Heaney and Lucille Keegan on an LCHIP grant for the Old Fire Station. There is one piece of the application that requires the Board to authorize someone to sign on behalf of the Town. Mr. Alpers made a motion to authorize the Town Administrator to sign the grant application for the Old Fire Station, seconded by Mr. Manganiello. The Board voted 5-0 in favor of the motion.

Mr. Capone informed the Board that HealthTrust amended their by-laws and have asked the Board to resign the membership agreement. Mr. Alpers made a motion to authorize the Town Administrator to resign the membership agreement, seconded by Mr. Lagueux. The Board voted 5-0 in favor of the motion.

Mr. Lagueux commented that he received a letter from a resident regarding the good job Peter Daniels is doing to clean Cummings Beach.

Mr. Capone commented that there are some further considerations to be discussed with regard to the Mica building lot. Mr. Capone suggested that one or two Board members meet with Mr. Hertrich and Mr. Monroe to help facilitate the discussions and then bring this back to the full Board. Mr. Alpers commented that he would be in favor of working with Mr. Hertrich and Mr. Monroe on this. Mrs. Cote indicated that she would be as well. The Town Administrator will arrange a meeting at a mutually agreeable time for all parties.

With no further business to come before the Board, Mr. Lagueux made a motion to adjourn, seconded by Ms. Schneider. The Board voted 5-0 in favor of the motion. The meeting was adjourned at 7:15pm.

Respectfully submitted,

Wendy Costigan