

Minutes
Bristol Space Needs Committee
May 4, 2016

Present: David Carr, Nik Coates, Susan Duncan, Ned Gordon, Barbara Greenwood, Sandra Heaney, Ben LaRoche, Michael Lewis, Paul Manganiello, Jeff Shackett, and Burt Williams

Absent: None

Others Present: Betsy Schneider

The meeting was called to order at 7:00PM by Town Administrator Nik Coates as this was the committee's first meeting and no chair has yet been elected.

Introductions: Each member introduced him/herself and talked about who or what they represented.

- Carr - Resident
- Coates - Town Administrator
- Duncan - Resident
- Gordon - Resident
- Greenwood - Resident
- Heaney - Resident
- LaRoche - Fire Department Representative
- Lewis - Police Department Representative
- Manganiello - Select Board Representative
- Shackett - Business/Property Owner
- Williams – Resident

Overview and Purpose / Charge and Mission: Ms. Duncan reviewed the warrant article that was approved at Town Meeting as she was the one who proposed the amendment that was adopted by Town Meeting. She said it was important that this effort be driven by residents, business owners and the departments and that the focus be on all building space needs not just one department's needs. Mr. Coates then asked each committee member, "What do we want to accomplish?"

Ms. Greenwood said it that we need to make sure we are involving the public in this process as much as and as often as we can. We need to identify the challenges we face and solve them working with the community.

Mr. Manganiello said that the intent of the original warrant article that he authored was for three purposes and that they are still important today: Conduct an operational needs assessment, design a building(s) that fit the needs and purchase a property. With the Smith Lot, the Town has already achieved the third item. It will be important to look at regional needs – mutual aid.

Chief Lewis said the failure of the 2006 space needs committee was that there was never a concerted public outreach process so the tough questions that needed to be answered weren't answered before Town Meeting. This time, this committee should really focus on having meetings with the public as much as possible to answer all of the questions ahead of Town Meeting. He suggested that the committee take an inventory of properties that are available. He also suggested that a structural engineer be asked to look at the structural integrity of the Town Office because the walls have been caving in.

Mr. Williams said that meeting space for the Select Board is critical. He said that he'd like to see the town purchase the post office for the Police Department. Having Town services in the downtown is critical.

Mr. Carr asked, "Aren't we look at all departments and buildings?"

Mr. Gordon said it is important that we all start with an open mind. Then our process could be to assess our needs first, where do we think the town is going to be in 25 years, and come up with a plan that will meet those needs. Our municipal services should be downtown. Whatever our plan is, it should fit within the context of our community.

Ms. Heaney said that we should take into consideration all of our assets such as our historic buildings for example, and if we no longer need those assets, we should consider selling them off if they aren't going to be used.

Ms. Duncan said that we need this to be what the people need. That it should be a master plan for our space needs. We should meet in all different buildings and have a representative of the building talk about the challenges and needs.

Mr. LaRoche said let's make sure to look at what has been successful for us in the past. Let's work the CIP process so that there isn't shell shock with the price of the buildings. The Fire Department could be strapped in a few more years because ambulances are getting bigger and they are due for ambulance replacements in the next couple years. He hoped this committee would be open to the work that the Fire Department internal building needs committee has been thinking about. Let's make sure that the data guides us, not just build a building for the sake of it.

Mr. Shackett said the liquor store has now left and that he is looking to fill the building. He does not have any leads at this time.

Mr. Coates reviewed what was said and asked what our mission should be. Mr. Shackett said the first sentence of the warrant article. All agreed. It reads: "To authorize the Select Board to appoint a committee of eleven people to investigate the building space needs for the operation of the Town of

Bristol's governmental services and to propose a plan to accommodate those needs for the next 25 years."

Election of Chair, Vice Chair and Clerk: Ms. Duncan made a motion to nominate Mr. Gordon as the chair, seconded by Chief Lewis. The committee voted 11-0 in favor of the motion. Mr. Gordon then assumed running the meeting. Mr. Shackett made a motion nominate Mr. Williams as the vice chair, seconded by Ms. Greenwood. The committee voted 11-0 in favor of the motion. Ms. Heaney made a motion to change the title of the scribe from Secretary to Clerk, seconded by Mr. Williams. The committee voted 11-0 in favor of the motion. Ms. Duncan made a motion to nominate Mr. Coates as the Clerk, seconded by Ms. Heaney. The committee voted 11-0 in favor of the motion.

Project Scoping and Scheduling: Mr. LaRoche it was also stated that it will be important to recognize that the sizes of any buildings would be driven more by equipment. Chief Lewis stated that may be true for the Fire Department and Highway, for example, but that when thinking of building needs for Town Office, the focus should be on staff, maps, documents and office equipment and that the building needs for the Police Department aren't going to be entirely equipment driven and more sop space for staff and holding for processing people.

Mr. Coates will speak with Ray Courchaine to see if he can video future meetings once as schedule is determined. The committee decided that Fire Department would be the first department to visit and understand its needs. Other departments would follow: Police, Town Office, and Highway/Sewer/Water combined. Meetings would be held at those departments and presentations by Department Heads would be made. Other presentations to be scheduled will include: Office of Energy and Planning and/or Lakes Region Planning Commission on demographics, School District on student population projections and possibly others as the committee moves along in its work.

The next meeting will be **Thursday, May 12, 7:00PM at the Fire Department.** Future meetings will start by being every two weeks.

Action Items: Aside from presentations, the committee will review old documents and an inventory of properties that are or could be available. Mr. Coates sent a list of items for the departments to think about when making their presentations and will send that list to the committee. Mr. Coates will work with committee members to locate past studies and plans for the Police and Fire Departments. Mr. Coates said he would also get a list of Town-owned properties.

Public Comments: Ms. Schneider thought the committee was off to a good start and that it is important to look 25 years out.

Adjourn: Ms. Heaney made a motion to adjourn, seconded by Chief Lewis. The committee voted 11-0 in favor of the motion.

Respectfully Submitted,

Nicholas J. Coates (Nik), Town Administrator