

**Minutes**  
**Bristol Space Needs Committee**  
**June 9, 2016**

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

**Absent:** Burt Williams

**Others Present:**

The meeting was called to order at 7:00 by Chair Ned Gordon.

**Minutes:**

Sandra Heaney requested that the minutes of May 26, 2016 be amended as follows: Mr. Lewis changed to Chief Lewis and sever to severe. Chief Lewis requested that his comments on additional staff be changed to read "based on my estimation over the course of the next 20-25 years you will see the need for one additional patrol officer 24 hours a day. This will be 7 days a week and will consist of one additional manned patrol car and the officer on the road for the day, evening and midnight shifts".

Susan Duncan made a motion to approve the minutes from May 26, 2016 as amended, seconded by Sandra Heaney. The committee voted 10-0 to approve the motion.

**Town Clerk/Tax Collector Tour and Presentation:** Raymah Simpson presented a summary of needs for this department.

- More storage and a vault are needed. The closet is small and certain records need to be kept forever. Everything from all elections needs to be kept for 22 months.
- Ms. Heaney asked how many records are digitized. Ms. Simpson replied that not many are and she needs to ask the state what can be done.
- Mr. Carr asked if the brick room at the Old Town Hall can be used for records storage. Ms. Simpson replied that the room could be the vault if it were usable. The floor is sunken down and the room is moldy. Ms. Heaney commented that the floor is better and the roof is fixed so there is no leaking now.
- Ms. Duncan asked if some things need to be secured. Ms. Simpson replied that some things need to be locked. The files are spread over the town buildings and a vault would put things in one spot.
- Mr. Carr asked if the Old Fire Station can be used a storage. Ms. Simpson replied that the Historical Society is there and there may not be room. Mr. Coates commented that there is a new leak in that building's roof.
- Mr. Gordon asked to what extent is the Town Clerk/ Tax Collector's office interrelated with other departments. Ms. Simpson replied that she works with Assessing and the Accountant every day.

- Mr. Gordon asked what additional employees may be needed over the next 25 years. Ms. Simpson replied that a half time person may be needed as the office works well with two full time people. It would probably be a good idea to add a third work space to the office.
- Mr. Gordon asked if registrations processed online would lighten the work load. Ms. Simpson replied that she has been trying to get online bill payments set up and also the ability to use debit/credit cards. Ms. Simpson commented that the transactions still have to be reconciled and balance.
- Mr. Carr asked if the town office building just housed the town offices would there still be storage problems. Ms. Simpson replied that the space downstairs could be used for storage and the jail cells could be used as a vault.
- Chief Lewis asked if there are cameras that monitor the area. Ms. Simpson replied that there are no cameras but there is a panic button. Chief Lewis commented that the panic button call goes to a call center in Wisconsin and then to local dispatch.
- Mr. Manganiello asked if a new structure is built for the town offices how would Ms. Simpson feel about being separated from the Police Department. Ms. Simpson replied that it is nice to have the Town Administrator and a police officer down the hall in case of incidents with the public.
- Chief Lewis asked if the glass at the window was safety glass. Ms. Simpson replied that it is not safety glass and the windows do not lock either.

**Town Office Tour and Presentation:** Mr. Coates presented a summary of needs for the town offices.

- There is a lack of a greeting area. The offices are very segregated and this causes confusion. There is no sense of cohesion and this is an important aspect of a town building.
- The exterior doors are broken, rusty, cracked, and leaky which is causing molding and rot.
- In the Assessing office the wall is coming away from the ceiling due to the load bearing trusses being cut. This is also causing the floor to cave in. The heavy fireboxes were removed to help stop the floor from giving way.
- There are storage issues in all the offices.
- There are no cameras either indoors or outdoors.
- The carper is coming off and duct tape is holding it down right now. This is a tripping hazard.
- The bathroom has mold and water rot damage and is not ADA accessible.
- Mr. Gordon asked about the accessibility issue in the current building. Mr. Coates replied that the town is at risk for a lawsuit due to accessibility issues.
- There is no emergency lighting around the perimeters and the hallways are tight.
- The counters are too high for ADA accessibility and this is not good for public services.
- Additional staff over the next 25 years would include a full time land use/planner.
- The break room functions as a tool shed, garbage facility, welfare closet, first aid, and other storage. Staff has to take lunch in their offices as there is nowhere to sit in the breakroom.
- The Finance office flooded recently and some of the records have gotten wet.
- The phone systems are outdated.
- The carpets need to be replaced and the building needs to be painted.

- Mr. Coates commented that the amount of space in the building is adequate if the town offices had the whole building. There does not need to be much more staff if the employees are utilized by their strengths. The town could benefit from an office manager to keep things organized and moving. The office manager would be a backup person for the Finance Officer also.
- Mr. Coates commented that if the town offices stay in the current building the short term fixes are the heating and AC units, the phones, the toilets, and the carpet. The storage and ADA issues are long term issues.
- Mr. Coates distributed a list of town owned properties but that none of these are feasible as the town offices. A few could be used as a potential source of revenue to fund building projects.
- Mr. Gordon asked if another building of comparable size or a building that is double the space to accommodate the Police Department and the town offices is preferable. Mr. Coates replied that either is a good approach and that parking needs to be a big discussion also.
- Ms. Heaney asked if it is easier to have the Police Department in the current building or in a new space. Chief Lewis replied that the dollar figure per square foot is more costly to build a police department than it is to build office space. It would be less costly to build a new stand-alone town office space.
- Ms. Heaney asked if the carpet and painting work was done would it be lost work if it is done now. Mr. Coates replied that there are plenty of projects that can be done that will benefit whoever is in the building next. Mr. Coates commented that it is important to bring the buildings up to speed and maintain them.
- Mr. Gordon commented that a building with lots of public use would probably need an elevator as an essential element for accessibility and that it would be more advantageous to construct a building with an elevator.
- Ms. Duncan commented that the building will still be used and the town needs to not lose sight of security but not lose accessibility and public access. Mr. Coates replied that the levels of safety and security needed include lighting out front, remediation of the mold problem, and a keyless entry system. Ms. Duncan suggested cameras that the Police Department can see into the town offices as cameras make a difference in how people behave. Mr. Coates commented that the panic buttons have been fixed but the whole building needs to be rekeyed.
- Ms. Greenwood commented that she visited the New Hampton safety facility to look at their modern attributes. Ms. Greenwood asked if it would be better and more cost effective to build a modern facility for the Police Department. Chief Lewis replied that it cost approximately \$225-\$250 per square feet to build a new Police department compared to \$155-\$165 per square feet to build office space. It costs more to build a public safety building than an office building.
- Chief Lewis commented that going forth he would like to see the recommendations for each department and for each department to have a better line item for maintenance issues.

The next meeting will be **Thursday, June 23, 7:00PM at the Transfer Station and the Water/Sewer Department for the tours and presentations of these departments.**

**Action Items:**

- The Code of Ethics policy needs to be signed by all committee members.

**Public Comments:** Selectman Shaun Lagueux commented that he is of the opinion that that the town would be better off with the current building as the Police Department and building a new building for the town offices. In Antrim there is a new town building that has a small vestibule room and all the other offices open onto the vestibule. Mr. Lagueux commented that he would like to see this for the town offices moving forward.

**Adjourn:** Chief Lewis made a motion to adjourn, seconded by Ms. Duncan. The committee voted 10-0 in favor of the motion. The meeting was adjourned at 8:25PM.

Respectfully Submitted,  
Wendy Costigan