

**Minutes**  
**Bristol Space Needs Committee**  
**July 11, 2016**

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

**Absent:** Dave Carr

**Others Present:**

The meeting was called to order at 7:03 by Chair Ned Gordon.

**Minutes:**

Nik Coates made a motion to approve the minutes from June 9, 2016 and June 23, 2016, seconded by Jeff Shackett. The Committee voted 10-0 to approve the minutes.

**Discussion:**

Ned Gordon commented that he feels there are three things that the committee needs to discuss, line one priorities, some type of schedule for addressing the priorities, and additional information as needed.

Burt Williams commented that he sees the Transfer Station and the future of single stream recycling as the highest of priorities. Mr. Gordon commented that Mark Bucklin has a plan for the Transfer Station. Jeff Shackett commented that the committee looked at the plan and there is a fund established for the construction.

Sandra Heaney commented that the Police Department needs are most pressing and that the town offices need to be moved to a new location to allow for the Police Department to expand. Jeff Shackett commented that from a liability standpoint the Police Department is more important and way overdue. Burt Williams agreed with this. Barbara Greenwood commented that the Police Department has always been at the top of the list of past space needs reports. Ms. Greenwood commented that the committee has a lot of information and it needs to be organized and then get input from the public.

Susan Duncan commented that the town office space in the town office building is in the worst shape and the town is not putting its best face forward.

Mr. Gordon commented that the committee seems to be in consensus that the most immediate need is the Police Department. Sandra Heaney commented that Chief Lewis gave the most cost effective solution to the committee to discuss. Jeff Shackett commented that the committee needs to look out to the next 25 years.

Jeff Shackett commented that the committee needs to come up with a timeline to fit the priorities into. Sandra Heaney commented that the numbers need to come from the department heads to fit them into the plan. Mr. Shackett replied that then the committee needs to discuss how the projects get funded. Susan Duncan commented that interim plans for renovations need to be looked at.

Ned Gordon commented that the Fire Department renovation does not seem to be a priority but an engineering study for the Fire Department structural needs and if the building can be retrofitted is a priority. Ben LaRoche commented that the internal fire department group continues to work through the space needs issues and what a plan would look like. The first priority is to gain space in the apparatus bay. The specs may need to be changed on new apparatus if there is not more space. The layout of the administrative side needs to be evaluated. The focus is on expanding the building out to the side and an engineering study would be valuable for this.

Ben LaRoche commented that the committee should have a CIP type of layout for department needs as this is a good layout for identifying needs over the next 25 years and any expensive projects that are coming down the line.

Ned Gordon commented that the committee needs to look at the cost for the Police Department and the town offices and look at land or other properties for this. Sandra Heaney commented that the Old Town Hall could be used as town office space as it is a potential building and should not be ignored. Susan Duncan commented that the committee should look at resources the town already has and the cost associated with them. Ned Gordon commented that the committee needs to look at how usable the Smith lot is for the town offices and that the town office building should be centrally located. Burt Williams commented that the cannot see an addition being put on the current town office building. Chief Lewis commented that there are two designs for the police station. A sally port can be put in the back of the current building with some excavation done on the back side of both the Smith lot and the town offices lot. Jeff Shackett commented that he likes the Smith lot for administrative purposes as proximity is important. Chief Lewis commented that it is more expensive per square foot to build a new police department and that the police department can absorb the current building just as easily. Ned Gordon asked if there is a sense of the square footage needed for a town office building. Chief Lewis replied that this was done in 2007 and more recently by SMP who has a program that receives data and puts out a plan. Ned Gordon asked the Town Administrator to look into SMP doing this for the town office needs.

Chief Lewis commented that there will need to be a tremendous amount of excavation done at the Smith lot and the current lot. Nik Coates commented that the Smith lot is a little wet but that can be dealt with. Jeff Shackett commented that the grade of the lots can be dealt with also.

Jeff Shackett asked if the Police Department needs to be located downtown. Chief Lewis replied that it does not and that other towns who are building public safety buildings are building them out of the downtown areas due to size.

Paul Manganiello commented that from a logistics standpoint that to support an addition to the Police Department the town may have to temporarily relocate the town offices to the Old Town Hall then start the excavation with the Police Department operating out of the town office building. The layout what the second building would look like for a town office building. Jeff Shackett commented that the Old Town Hall couldn't be turned into a town office just by moving desks as there are parking issues. Nik Coates commented that a neighboring lot would have to be purchased. Sandra Heaney commented that there is parking in town and that people just don't want to walk. Ned Gordon commented that parking is a matter of convenience. Ned Gordon commented that a town office building should be built then let the Police Department expand instead of incurring the expense of interim offices.

Paul Manganiello handed out copies of the community survey that was completed a few years ago. A majority of the respondents preferred the use of capital reserve funds to fund projects and this needs to be kept in mind to get something to pass. Sandra Heaney commented that the committee's charge was to come up with something specific such as an architectural plan. Ned Gordon commented that his experience at town meetings is that the town makes good decisions if they can trust the people and the plan makes sense. Jeff Shackett commented that people want a functional plan with not a lot of frills. Ned Gordon commented that the current town office is not functional for public use and a new building with an elevator that is more inviting to people makes more sense. Sandra Heaney asked how much of the work that the town office does will be done online in 25 years. Nik Coates replied that the purpose of the town office is to transact business and as a community space. In a community this size, people come in and tell the town personnel what is really going on in the town and there should be a nice environment for people to do that. Ned Gordon commented that the storage space needs to be kept in mind and that meeting space is needed for public meetings. Sandra Heaney commented that the town needs to look at storing documents online. Ned Gordon commented that current storage spaces can be used for other purposes down the road.

Ned Gordon asked if the Police Department takes over the current office building will the drive around be needed. Chief Lewis replied that it will not be needed and is problematic for safety and security. The Public and administrative access entrance will be on a different side of the building. Jeff Shackett commented that the parking configuration could be changed without the drive around and that a town office building could take some space where the Police Department is now. Ned Gordon asked if a sally port could be put on the current administrative end of the building. Chief Lewis replied that he would not want to see a sally port put on the north side of the building adjacent to new town offices built on the Smith lot.

Burt Williams asked if the Police Department will all be on the south side of the building. Chief Lewis replied that there is a design for that if the back lot is utilized for personnel parking. Burt Williams commented that he would like to see that sketched out. Nik Coates commented that SMP can do that. Chief Lewis commented that he can lay out the grade with stakes and take photos and measurements for the committee. Paul Manganiello suggested that the committee walk the site. Ned Gordon commented that the committee should retain the services of SMP to do an assessment of the town office space needs and to look at the current lot and the Smith lot to see if it can accommodate those needs. Nik Coates replied that he will contact them and invite them to the next meeting. Jeff Shackett asked if there is money available for this. Nik Coates replied that the initial funding set aside at town meeting is \$5,000.

Ned Gordon recapped that the consensus of the committee is that the Police Department should expand into the current town office space and that the town office needs will need to be dealt with. The committee should work with the Fire Department on a redesign and enhance the building. The Highway Department and Transfer Station needs will be addressed.

Old Town Hall: Susan Duncan distributed a copy of the repair budget for the work done to the Old Town Hall. Among the repairs are a new roof, mold remediation, bat guano removal, and interior and exterior painting. The bathrooms will need to be fixed next. Sandra Heaney has been reglazing and restoring the windows. The goal is to get the building to be used more.

The next meeting will be **Monday, August 1, 2016 6:30PM at the Town Offices**. Lakes Region Planning Commission, site walk of the town offices property, and SMP are on the agenda. Nik Coates will contact Stacy Buckley about attending on this date instead of August 15<sup>th</sup>.

**Action Items:**

- Mr. Coates will contact SMP.

**Public Comments:**

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

Respectfully Submitted,  
Wendy Costigan