

Minutes
Bristol Space Needs Committee
August 8, 2016

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

Absent:

Others Present: Public

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

Sandra Heaney made a motion to approve the minutes from August 1, 2016 as amended, seconded by Susan Duncan. The Committee voted 9-0-1 to approve the minutes.

Discussion:

Ned Gordon informed the Committee that Nik Coates sent the SMP proposal to discuss tonight. Nik Coates commented that he has two questions regarding the proposal, one is the template that will include a program of rooms and what that would be and the other is the checklist of questions is geared toward a group of sites and not one particular site. Sandra Heaney commented that the checklist would give the committee the ability to evaluate other sites also. Mr. Coates commented that there needs to be a second set of questions of what will be put in the town office building. Mr. Gordon commented that he had the impression that SMP would meet with Nik and other users of the town office building and then make an evaluation of needs. Ms. Heaney commented that she has a question regarding the expenses in the proposal. She would like to see all the expenses, such as travel, included in the proposal then the committee would know what they are truly spending. Mr. Gordon commented that SMP did a lot of good work for the Police Department and that they seem to be focused on that department. Mr. Gordon suggested that the committee could consider someone local to do some of the scope of work for the town offices. Ms. Heaney commented that there should be three bids but that this is really hard to do. Susan Duncan commented that the aging population will draw most on the Fire Department services and this should not be lost sight of. Her vision of the report is to look at every need that is identified. Ms. Heaney commented that an architect would design a building based on what the committee wants. She suggested to Mr. Coates that he use the web site that SMP supplied to determine what is needed. Barbara Greenwood commented that the Library Trustees used a local architect for the new library addition as a local person understands the community. Mr. Coates replied that offering preferential treatment for local firms can't be done and the committee needs to give everyone a fair shot by going through the process with an RFP.

Mr. Coates asked the committee if the site is known and if a design is needed or is the committee still trying to determine a site. Mr. Gordon replied that the committee came to a consensus at a previous

meeting that the Police Department would expand into the present building and then another location would be used for the town offices once the square footage needs are determined.

Ms. Duncan commented that the committee needs to look at the space needs of the town and the areas identified with a need. These needs should be in the report and how to approach that need. Mr. Gordon replied that it seems that in the report the committee will identify priorities of needs. The Fire Department does need an engineering evaluation but that is not the immediate need. Paul Manganiello commented that needs to be stated in the report. Mr. Gordon replied that the question is how the town is going to finance this.

Nik Coates asked if the committee knows if it costs more or less to fund multiple projects at one time as he worries that the committee will lock into one particular track and lose sight of other buildings and then lose the opportunity to fund the other projects. Ms. Greenwood commented that she is looking at what's ahead of us right now and that is the town office building needs and whether the building can fit on the site next door. Mr. Gordon commented that when the committee goes to the people it should not go with something complicated but to focus on the immediate needs. Ms. Greenwood commented that the people she has been talking to are anticipating a change with the Police Department and the town offices and that the people think the town bought the Smith lot for that purpose.

Mr. Gordon commented that an assessment of the town office needs should be completed to include meeting room space, employee space needs, a vault, and a break room so that the committee can view the plans. Mr. Coates replied that he is worried that the committee may miss an opportunity in regards to what the number one need is of an aging population and that is EMS. Mr. Gordon asked Ben LaRoche if there were any deficits with the ambulance service. Mr. LaRoche replied that at this time he thinks the committee is at a point where it has the bare bones of a report. The Transfer Station has a plan, the Fire Department has identified needs, and the Police Department can continue with the scope of their work that's already been done. What the committee needs to know is the square footage of the town offices and will it work on the site next door. Ms. Duncan commented that the committee has been told that it costs 15% less to renovate something. Ms. Heaney commented that the committee should look at what's available in town.

Mr. Coates asked if the committee is looking at just a town office building or a more comprehensive municipal facility. Ms. Heaney replied that the committee decided that the next step was to get the town offices out of the present building. Mr. Lewis commented that if you took the footprint of the present building and with grade stakes put it on the Smith lot it would fit on that lot with just as much green space and parking. The present building is approximately 7,200 sq. ft. and that could be a heavy number for the town offices.

Chief Lewis commented that in regards to the program, SMP will meet with staff to determine how many people will be in the building, meeting room space and other factors and will put this information in a computer program and spit out the numbers. They also give five comparable towns to look at and will give the square footage per pupil in the building. Chief Lewis commented that at the end of the day,

the committee can determine how many rooms are needed and then the money can be spent on a blue print of the proposed building on the Smith lot with 27 parking spaces. The money will be spent wiser this way. Chief Lewis suggested tasking some members to form a sub-committee to take the square footage we come up with and compare it to comparable towns for their input, then take the estimated square footage to SMP or other firms to give the town an RFP on a building and what it would look like with those square foot numbers. Mr. Gordon commented that it needs to be decided if the building will fit on the lot before firms give the town a plan. Mr. Lewis replied that the building should not be any bigger than the present building and this building can fit on the Smith lot without any excavation. The lots go back three times the distance that is open now. Mr. Gordon commented that the tax maps don't show that. Jeff Shackett replied that the lots go back 50 feet. Mr. Shackett commented that the committee needs to go to Town Meeting with a conceptual design. Chief Lewis commented that the big question is always what is it going to cost and that the committee needs to complete the entire ballgame. Chief Lewis commented that based on a conceptual design, a not to exceed number can be discussed at Town Meeting. Volunteers in the community have offered their help with a prior plan and Chief Lewis thinks the offer is still out there.

Ms. Duncan asked if an RFP has to be put out for an amount over \$1,000. Mr. Coates replied that an RFP has to be used for an amount \$10,000 or more. Anything less there is varying steps and with \$1,000, phone calls and written quotes are okay. Mr. Gordon commented that the committee will lose time with an RFP.

The sub-committee will consist of Chief Lewis, Nik Coates, Paul Manganiello, Barbara Greenwood, and Burt Williams. Mr. Williams asked if the Select Board would give their input of what they think the town offices should have. Chief Lewis commented that the sub-committee will need about 2-3 weeks to meet and to talk to other communities. Ms. Heaney asked the sub-committee to talk to people who did renovations also. Mr. Gordon agreed with this so the committee can then look at other available sites also. The sub-committee will present their information at the next meeting on August 29th.

Ms. Duncan asked if she should start the summary for the beginning of the report. Mr. Gordon replied that she should start by putting out the objective findings from the presentations as this would be helpful for designing the report.

Ms. Duncan informed the committee that she pulled together information from the NH Center for Public Policy regarding population and demographics of Bristol. Mr. Gordon commented that on the second page it states that the median income in Bristol is \$35,900 and the median income of the state is \$63,000. Mr. Williams commented that those figures help the town when looking for grant money.

Mr. Manganiello asked Vincent Paul Migliore for clarification on the report he gave the committee at the last meeting. Mr. Manganiello asked what school was being proposed to be closed, the elementary school or the Middle school. Mr. Migliore replied that the Middle School becomes the new elementary school and the SAU offices. The elementary school would be closed. Chief Lewis commented that an addition would need to be built on the high school as part of this plan.

The next meeting will be **Monday, August 29, 2016 7:00PM at the Town Offices.**

Action Items:

Public Comments:

Bill Dowe commented that he was attending to hear the SMP presentation that he thought was tonight. Mr. Gordon replied that the presentation was last week and the proposal from that meeting is what was discussed by the committee tonight.

Adjourn: Sandra Heaney made a motion to adjourn, seconded by Chief Lewis. The committee voted 11-0 in favor of the motion. The meeting was adjourned at 8:00PM.

Respectfully Submitted,
Wendy Costigan