

Minutes
Bristol Space Needs Committee
September 12, 2016

Draft Minutes

Present: Nik Coates (late arrival), Susan Duncan, Burt Williams, Ned Gordon, Sandra Heaney, Ben LaRoche, Barbara Greenwood, Dave Carr, and Paul Manganiello (late arrival).

Absent: Jeff Shackett and Michael Lewis.

Others Present:

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

Sandra Heaney requested an edit on page 2.

Susan Duncan made a motion to approve the minutes from August 29, 2016 as amended, seconded by Sandra Heaney. The Committee voted 6-0 to approve the minutes as amended.

Discussion:

Sub-Committee report: Barbara Greenwood informed the committee that the sub-committee went around town and looked at different areas. The members of the sub-committee did not think that there were many options available. There were a couple of sites looked at that might be big enough, such as the property across from RP Williams and the property near Aubuchon.

Ned Gordon commented that he feels there are three basic components when looking at the town office building, a town clerk/tax collector office (doesn't need a lot of parking), a meeting room (requires parking space), and offices for regular town activities such as Planning Board and town administrator. Mr. Gordon commented that it is not uncommon to separate the Town Clerk/ Tax Collector from the town office function. A Town Clerk/Tax Collector office can be downtown as it doesn't require a lot of parking. Barbara Greenwood commented that the Town Clerk/Tax Collector needs a lot of storage and how would this be accounted for in this idea. Ned Gordon replied that 1,100 sq. ft. is potentially needed and this could be built into the RFP. Ned Gordon commented that the meeting room does need to be where the Planning Board and Select Board are but this building does not necessarily need to be downtown. Nik Coates commented that if this route is used that there needs to be a lengthy conversation with Raymah. The level of convenience needs to be valued when the public can do business all at once. Susan Duncan commented that the Old Town Hall could be used as offices for the Town Clerk as there is storage room, a meeting room, and voting could be held there.

Ned Gordon commented that he has found it hard to believe that a 6,500 sq. ft. building will fit on the lot next door with parking for 50 cars. Sandra Heaney commented that the committee needs to think out to the next 25 years and the needs of the younger generation needs to be considered. Dave Carr asked if there is a comparison between square footage of the Police Department and the town offices. Ned Gordon replied that this was already addressed and the town office space is 3,400 sq. ft. Sandra

Heaney commented that if the town offices move there will be 7,000 sq. ft. for the Police Department and there would be an additional 6,500 sq. ft. for the town offices in a new building.

Dave Carr asked if a new Police Department will fit on the lot next door. Ned Gordon replied that an architect can tell the committee what will fit on that lot and if the building should be one story or two stories.

Nik Coates reviewed the scope of services included in the RFP. Ben LaRoche commented that it makes sense to have the RFP include looking at sites and not just the building so the parking issue is addressed. Susan Duncan commented that the committee should invest in the RFP to see if a building will work on the property next door.

Burt Williams commented that if this building is too big for the Police Department the town can build a Police Department next door and use this building for the town offices. Ned Gordon commented that the Police Department needs a training room, and interview room and an addition for the sally port and the committee doesn't know if the Police Department needs less than 6,000 sq. ft. Sandra Heaney commented that the committee already made the decision that it is too expensive to build a new police station. Ned Gordon commented that if the Police Department needed less than 3,000 sq. ft. then Mr. William's idea would make sense but the committee was told that the police need more than 3,000 sq. ft.

Paul Manganiello commented that the committee needs to know if a 7,000 sq. foot building will fit next door with parking and that the committee should proceed with the RFP to get the answer. Nik Coates commented that it is time to turn things over to someone who can look at the committee's work.

Sandra Heaney commented that the committee needs to know how much it will cost to take down the building next door and how much it will cost to retrofit the current building into a Police Department. Mr. Coates replied that the potential cost for a Police Department is included in the RFP. Sandra Heaney commented that the RFP should include the cost of demolition too. Paul Manganiello commented that the committee should have the cost difference between the office building and the Police Department in the report.

Ned Gordon commented that the town needs to make sure that the Police Department will meet current code such as a separate area for juveniles. Paul Manganiello commented that if the town changes the use of the current building he is sure that it will be brought up to code.

Ben LaRoche made a motion to recommend that the Select Board approve the RFP, seconded by Barbara Greenwood. The Committee voted 8-0 in favor of the motion. Ned Gordon commented that the warrant article states that the Select Board can use up to \$5,000 at their discretion.

A public hearing was set for October 18th at 7:00PM at the Minot-Sleeper Library.

Nik Coates commented that he will bring the RFP to the Select Board to approve and fund the work so it can get started. Sandra Heaney asked if the committee has to come back as someone needs to make a decision on the bids. Sandra Heaney asked if there needs to be three bids. Paul Manganiello replied that there does not need to be three bids at this level. Ned Gordon commented that he would rather have the committee be able to just move forward with someone instead of the bidding process as this would save time. Nik Coates replied that he would talk to the Select Board about this.

The next meeting will be **Monday, October 3, 2016 7:00PM at the Town Offices.**

Action Items:

Public Comments:

Adjourn: Sandra Heaney made a motion to adjourn, seconded by Susan Duncan. The committee voted 9-0 in favor of the motion.

Respectfully Submitted,
Wendy Costigan