

**Bristol Space Needs Committee**  
**October 3, 2016**

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

**Absent:**

**Others Present:**

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

Sandra Heaney made a motion to approve the minutes from September 12, 2016, seconded by Susan Duncan. The Committee voted 10-0 to approve the minutes as amended.

**Discussion:**

**Architect:** Ned Gordon informed the Committee that documents were received from architects Brackley Shaw and Chris Williams. Mr. Gordon commented that he was under the impression that the Committee was going to just go ahead and acquire architect services. Paul Manganiello commented that he thought that Brackley Shaw was going to be contacted. Susan Duncan commented that she thought the Committee would have information tonight from Brackley Shaw to discuss before the public hearing. Sandra Heaney commented that Nik may have thought it more prudent to get more bids. Ned Gordon replied that neither one is really a bid they both just say that they will do the work for less than \$3,500. Sandra Heaney commented that Brackley is \$50 per hour less than the other architect. Susan Duncan commented that Brackley understands what the big challenge is and the majority of the town feels we could afford a reasonable design and that will get their backing and support.

**Public Hearing:** Ned Gordon commented that Brackley can put something together regarding the Smith lot for the public hearing. Susan Duncan commented that the Committee should have a work session with Brackley before the public hearing. Ned Gordon commented that the Committee needs input from the public for the report that is due by December 1<sup>st</sup>. There needs to be a public hearing in a timely manner. The hearing should start with feeding out the information that the Committee has concluded so far instead of a general conversation. The scope of all the towns needs should be lined out and how the Committee prioritized them.

Burt Williams made a motion to acquire the services of Brackley Shaw and for a sub-committee to meet with Brackley Shaw this week and get the work done, seconded by Barbara Greenwood. Ned Gordon commented that he has talked with Brackley and he has a good sense of what is going on. Mr. Gordon commented that it would be a good idea to have a Select Board member on the sub-committee. Mr. Gordon appointed Burt Williams as chair of the sub-committee. Burt Williams will arrange a meeting with Brackley and inform the committee when the sub-committee will be. The sub-committee will consist of the Committee members who can attend. The Committee voted 10-0 in favor of the motion.

Burt Williams commented that at the public hearing it will be asked how the old building on the Smith lot will be taken down. Paul Manganiello replied that will be part of a warrant article next year. The demolition will be separate from any construction costs. Jeff Shackett commented that the Committee should discuss at the public hearing that many different properties were looked at and as a group it was decided that this was the most economical and feasible thing to do. Ms. Heaney commented that the Committee should also provide the steps that were taken to make the decision. Dave Carr asked if the Committee needs an approximate cost for the public hearing. Ned Gordon replied that he does not think one is needed and that this is more an expectation. The Committee is not really there yet regarding this. Nik Coates entered the meeting. Paul Manganiello commented that he thought at the last meeting that the committee decided to go with Brackley Shaw. Nik Coates commented that he wanted to make sure due diligence was being done and he wanted to gather as much information and see what was proposed. The RFP was sent to five architect firms and Mr. Coates spoke with three of them. Burt Williams commented that he would like to meet with Brackley at least by Wednesday of that week. Nik Coates replied that he will call Brackley and give him Burt Williams phone number. Ned Gordon commented that a meeting needs to be set up as soon as possible. Nik Coates commented that he will work on the contract.

Ned Gordon asked if the public hearing is being advertised. Nik Coates replied that it is on the town web site, in the Town Crier, and on Facebook. Mr. Coates commented that he can contact the local newspaper to advertise it there. Barbara Greenwood commented that it should be advertised on the outside bulletin board at the library.

Ben LaRoche commented that he feels there is still some relevant information that is needed for the final Committee report such as numbers from the Police Chief in regards to the current building, what is in the reserve funds from the transfer station account, what the Fire Department has for available funds, and to look at any monies coming in. Sandra Heaney commented that the needs of the town for the next 25 years need to be addressed in the report. Paul Manganiello commented that there is language for the transfer station as part of the CIP report and they list the capital reserve funds. Ned Gordon commented that the Committee's report can be incorporated into the CIP report. Nik Coates commented that the project needs to be placed on the warrant strategically and at the right time so it does not compete with other major purchases. Susan Duncan replied that comes down to the Select Board and how they want to order the warrant. Nik Coates commented that an option is in 2017 plan the building with an architect and then go to the public in 2018 to build. Ned Gordon replied that he pictured 2017 as coming up with the design and costs. Nik Coates commented that a capital reserve account could be set up for this project. Ned Gordon commented that there will need to be an architectural design and money for the design and in 2018 the project can be presented with a formal design and will be ready to go. Ben LaRoche commented that the Committee should include in the report how the projects were prioritized and the baseline costs associated with the projects and that should be given to the Select Board. It should also go to the Planning Board and CIP. Mr. LaRoche also commented that bonding money is cheap right now and this should be looked at by the Board and the Finance Officer. Burt Williams commented that his highest priority is the Transfer Station and the Committee needs to know how much money is available for this. Ned Gordon commented that the Committee discussed getting numbers from the Police Department. Chief Lewis replied that he has a slew of numbers from past reports and some of the numbers are fairly close. There is a general per

square foot cost on the lot construction. Chief Lewis commented that the town should still do maintenance work to the current building and that this would reduce the overall cost of the project. There is still carpeting and painting that needs to be done inside the current building. Ned Gordon replied that the current building will need a face lift and a sally port added on when the Police Department takes over the building. Jeff Shackett asked how much demolition needs to be done in the current building and will it ruin the carpet and paint. Chief Lewis replied that there will need to be four walls put in Raymah's office and no demolition. Ned Gordon commented that he is concerned with redundant work and if the maintenance work is done now will it have to be redone in 18 months. Sandra Heaney commented that the Committee needs a number for the Sally Port and other big ticket items. Paul Manganiello commented that if the Smith lot demolition is done and the parking lot is available the Sally Port work could begin. Dave Carr commented that the operating budget will go up when the Police Department takes over this part of the building in regards to heat and electricity and this needs to be discussed at some point. Paul Manganiello commented that the town should go forward with section 1 this year as it doesn't require a bond just a 2/3 vote. Nik Coates commented that there could be a warrant article for the demolition of the Smith building, a full architectural study, and funding the sally port. Ned Gordon commented that there could be some advantage to hiring the same contractor to do the sally port and the construction next door. Nik Coates replied that some phasing with the project will have to happen.

The next meeting will be **Monday, October 17, 2016 7:00PM at the Old Town Hall.**

**Action Items:**

**Public Comments:**

**Adjourn:** Michael Lewis made a motion to adjourn, seconded by Paul Manganiello. The committee voted 11-0 in favor of the motion.

Respectfully Submitted,  
Wendy Costigan