

**TOWN OFFICE COMMITTEE
MEETING MINUTES
MAY 23, 2005**

Attendees: Steve Pro, Rick Carrier, Shirley Philbrick, Lester Fairbanks, Neil Jenness
Ingrid Moulton, Banwell Architect

Absent: Marty Mahoney, Deb Hogancamp, Sue Kelleher,

Steve called to order at 6:15 pm.

Review of Minutes:

The minutes from the April 11th meeting were reviewed. Rick asked that in the 2nd paragraph on the 1st page (2nd sentence) that SW Corp change to Southwest Regional Planning Commission (SWRPC). Rick made a motion to accept the April 11th minutes as amended, and was 2nd by Shirley. The motion passed unanimously.

The minutes from the May 9th Charrette were reviewed. The Charrette was difficult to take minutes for, due to many separate conversations going on at one time. Due to this, Steve informed the committee that he had already reviewed the minutes and changed some of the formatting. Steve asked that on page 3, 1st paragraph under Charrette, in the last sentence that the word “accurately” be removed. Rick made the motion to accept the minutes as amended and was 2nd by Lester. The motion passed unanimously.

General Discussion:

Steve informed the committee that Ingrid would be in around 7 pm. Therefore he led the committee through a review of the Charrette. Rick printed and passed out a review that Ingrid had e-mailed to everyone.

Lester felt that the impression he received was to not demo the buildings until the new buildings are in place. Steve had the impression that the residents still wanted the committee to look at possible other locations and options. The committee had the overall feeling that this had already been done. Lester felt that the residents were open to the Town Office staying in town and the Police Department moving out to Route 9. Steve felt that the committee really needed to have a better representation of all the sites and options that were looked at.

Lester felt that the problem with looking at purchasing land will end up being much more costly. The committee discussed the possibility that Ocean National may be for sale. Although that would be a great location, Neil informed the committee that wetlands surround that piece and currently they are using every inch of build able land available. Lester felt that this location could be big enough with the addition of a Sally Port. Steve got the impression that the residents felt a combined facility was also a good idea.

The committee had a discussion about water being a possible concern should they decide to build on the other side of the Fire Station. Rick said that Ed Cheever who owns property to the Left of the Fire Station says that he thinks there is a lot of water due to a spring on that side. The committee discussed the possibility of testing the well water from Ed’s property to see where it is coming from.

The committee discussed what would be done with the existing buildings. Neil feels as though the TO is a historical building, it doesn’t necessarily need to be preserved. Although the front of the TO could be saved.

The committee discussed seeing if any of the other town committees needed the space. Steve suggested sending out a letter. Neil said that the MasterPlan Committee had already done so, and nobody was in need of space. Steve asked for documentation on this from Neil.

Steve informed the committee that through a conversation with Ingrid they felt that it was time to do a structural assessment of the TO.

Ingrid arrived at 6:50 pm.

Steve updated Ingrid as to the meeting discussion so far.

Neil offered that she felt the residents did not want the existing TO renovated. Steve felt the residents wanted to combine the facilities, but that the well was a concern. The committee has decided to get more information from Ed about his well.

There was a discussion as to separating each building need out in separate warrant articles, such as what happens to existing buildings.

Lester asked Ingrid for the definition of a structural assessment. Ingrid informed the committee that the structural assessment combines, a mechanical, electrician, and a structural engineer. These people spend time documenting the existing building and lists updates needed. Ingrid will ask the engineers to contact Rick to set up a time.

Ingrid felt that the Charrette went well. There was a discussion as to breaking down a report outline of 2 or 3 options for the Selectman. Rick felt that 2 options would be sufficient. There was a discussion about which options the residents favored. The residents favored option A.

There was a discussion about investigating more site options. Neil said that both the Chesterfield and Spofford Fire Departments had previously looked out on Route 9 and came up with nothing. The land out on Route 9 seems to be no good due to either a steep or slope. Rick mentioned that Bart Bevis had investigated 7 options last year after town meeting.

Steve felt that the majority of the residents favored option B. Ingrid felt that they should show a site out of Route 9 with the average cost of land, versus another option. Steve is on another committee with someone from the Ocean National bank and will speak to them. Lester will also call his contact at the bank.

Ingrid asked the committee to take a review of the chart she created from the Charrette. The committee decided that Ingrid should ask the SWRPC for additional information on the TO well. There was a discussion about keeping the PD for storage. Ingrid felt they should show cost for keeping the building as opposed to the cost of demo. The PD wants to make sure to keep the OEM as part of the facility due to the committee bringing in grants, etc. Lester said that the current PD only costs \$300.00 to heat a year and they share the septic and well. The committee would like to see if the School needed this space.

There was a discussion on Traffic circulation. There was a thought that the Fire Station doesn't need to have the same driveway, and possibly could move the school parking. This is something a civil engineer could look at.

There was a discussion as to the future needs of the school. Neil said that there are state guidelines they must follow and the committee should speak with the principal to see what there future needs are.

The committee discussed the option of moving the PD closer to the TO and build a new tennis court. This was not an option the residents wanted to look at.

Ingrid discussed the final report date of July 30th. The committee discussed visiting the Swanzey facility as part of the next meeting on June 13. Lester will call the Swanzey chief and set this up. The committee briefly reviewed the Fire Station master site plan, and came to the conclusion that it is not possible to add the PD onto, due to site constraints.

There was a discussion about installation of an elevator. The committee would need to make sure that a commercial rated elevator had enough floor space below where the elevator sits. The Lula (limited use limited application) elevator would be a better choice due to size and need. The committee discussed the option of having a centralized entry at a combined facility with security doors to access certain rooms for the PD.

Ingrid is currently working on putting the options into the computer and should have estimated costs laid out for the next meeting.

The next meeting is tentatively scheduled for Monday, June 13th at 6:00 pm at the Swanzey PD. Lester will confirm and send out directions.

Ingrid will have the engineers here before the next meeting.

Neil passed out a article from the Brattleboro Reformer printed on May 10, 2005 named Four Options mulled for Chesterfield town offices, police station.

Adjourned at 7:50 pm.

Respectfully submitted,
Jody Moreau