

Town of Northumberland Building Committee  
Draft Meeting Minutes  
December 8, 2020

Present: Bill Caron, Alan Rossetto, Gail Rossetto, Sam Oakes, Jim Gibson, Robin Irving, Allan Clark, Michelle Randall, Nicole Canavan, Peter Pelletier

*(As per a conversation with Allan Clark, Allan will be referred to as "Clark" in the minutes to differentiate Allan Clark from Alan Rossetto)*

Alan Rossetto opened the meeting at 6:00PM.

Alan asked for a motion to accept the November 23, 2020 meeting minutes. Michelle Randall motioned to accept the minutes, Jim Gibson seconded. All in favor. Motion passed.

Alan then turned the meeting over to Allan Clark from REI.

Clark passed out a packet of information including his coordination notes, agenda, floor plan, listing of committee members, a list of the Northumberland Police Station needs from Chief Pelletier, and a task schedule. We know our objectives. We are on track for all tasks to be accomplished in time for town meeting. We are still trying to expand the committee and Nicole Canavan is a great addition.

Test pits were dug on Wednesday. We will discuss them later in the meeting. The survey is on hold at this moment. Clark received one cost estimate. Clark has reviewed the survey on the adjacent land and does not think we need to spend the money on a survey at this time.

Yesterday, the work on elevations was started. We have identified the needs for the building and put them in the floor plan and we can see how the building will sit on the site.

We are starting to identify the budget necessary for the mill work, equipment and furniture costs. We are beginning to develop hard costs and are discussing financing, identifying grant sources, and budget. Clark does not see any reason why we would not be able to complete the project ahead of schedule which is always his goal.

We won't know the impact on the tax rate until we are further along. Towards the end of the project we will have a Phase II schedule. If we get approval in March at Town meeting, we could be in the building by Thanksgiving 2021.

Site utilities have been confirmed. We are in good shape with the water, sewer, and storm drains. Water is on the wrong side of the road, but that is not a huge issue. Eversource showed up while Clark was on site and we are in good shape with them also.

The Surveyor, Mark Vanderhayden has not gotten back to Clark. Clark has called AGB in North Conway but their price is too high. However, they did not realize that we already had a survey of the perimeter. All iron pins except one have been located and Clark believes he knows where the other one should be within a foot or two. He does not think that we need to spend the money on a survey at this time. When we go forward we can put that task on the civil engineer.

Glenn Cassady dug 13 test pits on Wednesday. Bill Caron was at lunch when the pits were being dug and was questioned by some town residents as to what was happening. He advised them of the project and some residents had reservations because of parking issues.

Clark discussed what was found when the pits were dug. We found a corner of the old foundation which is field stone. There was only a little debris but nothing of concern. There was two feet of gravel uniformly placed over the entire site. It is not structural gravel but it is not bad. There is also 10 to 12 inches of coal ash and bits of coal under the gravel. Again, this was consistent over the entire site. Under that is beautiful, structural gravel with a high perk rate. Our footings will be 60 inches below grade and Clark had Glenn dig deeper than that to make certain of what was there and that there were no unsuitable materials. We will need to strip off the fill and remove the coal ash. Clark advised us that he had nothing but good things to say about Glenn. He was good to work with, he understood the program and beared with Clark when he said he wanted to do 13 test pits.

Michelle asked if there were any EPA regulations for the removal of the coal ash that might cause extra expense? Clark said he didn't think so. Maybe a concern on where we can put it. We might be able to mix it with the non structural gravel and use it as back fill in non structural areas. He will check all of this out and let us know. Alan Rossetto said that he would speak with Sharon from AVRRDD and she might have some insight on any regulations.

The floor plans are pretty well defined. We can make any changes that are wanted, but from the standpoint of moving the project along, unless there are any changes to the size or the footprint, we have all the information necessary.

Clark discussed some of the changes made to the floor plan since the last meeting. We reconfigured the left side of the building, the non-police side. The kitchenette for the training room has been reconfigured. We increased the occupancy for the room. We show the mop sink in storage, and reconfigured the EMS kitchenette to be larger with a cook top. The lockers and the day room have been reconfigured also. We retained the Emergency Management Director's office. We tried to move the secure storage however there are some structural issues that have to be looked into.

On the Police Department side we moved the evidence room and added quartermaster storage room for uniforms and boots. We maintained the armory. We have an interrogation room that can also be used as a conference room. We tried to shrink up the lobby as much as we could, Michelle has an office. Chief Pelletier advised us that a secure door is needed between the break room and the men's locker room.

Clark advised that by the next meeting we would be working on placement of the windows and we will have elevation and site plans. There will probably be some more changes as we enter the next phase. Structural components can sometimes cause changes to be necessary. There will be some more tweaking but unless there are any objections, we will just keep moving forward.

Clark had handed out a proposed press release that needs to go to the select board for approval. He would like to have a press release go out every two weeks to keep the momentum going. The press release will be emailed to the Select Board asap for their approval. Robin would like to get the press release out this week and she will also put it on the website and social media. Once we have a floor plan and elevations we can have that put out also so people can have an idea of our plans and what we are trying to accomplish.

We again discussed the problems with having a public information meeting sometime in early January. Robin said that we would need a platform that could handle the number of people that we expect and would want to draw in. We need a platform that allows a phone-in. Legally, we need to have a land line. There is Zoom, Google Apps, and other types of platforms out there. She also said that town meeting might even be virtual this year.

Alan asked if we might be able to have a meeting on the site outdoors? Alan said that the AVRRDD meetings have all been call in meetings since Covid and he will ask Sharon what platform she uses and get the information to Robin.

Much discussion on how to get information to the public. Covid brings up many restrictions. Bill said that there are a lot of residents who can't or won't use a platform like zoom. Lots of property owners are elderly and don't have the capacity or the knowledge to use zoom or other platforms. Nicole asked if we could do a "hybrid" meeting like the school is doing? Robin didn't think that would work well.

Ideas were pamphlets that could be at the grocery store, Batch's, or the transfer station. Maybe even have a committee member go to a place and talk to the residents while giving out the brochures.

Clark said that the first informational meeting should have been a brochure with basic information. Where we could have had discussion with the residents and hear their positive and negative feelings. Because of Covid, that isn't possible. The second meeting would be nearer to budget time. Because the first thing people are going to ask is, "What is going to be the impact on my taxes".

Robin advised that the first budget work session is scheduled for February 10. Bill discussed the timing of the budget work sessions. Robin needs to have all information for the town report to the printer by February 14<sup>th</sup>.

We will need to have our warrant article with budget numbers by the third week of January. Clark told Robin to let him know when the information was needed and he would have it to her.

Robin went back to discussing the possibility of a zoom informational meeting with Clark doing a presentation. Robin said we could put the date of the meeting out in some sort of publication and see how many people respond. That way we can see if we need to go to a different type of platform that is non virtual.

Alan asked if we could get the school involved. Maybe have a brochure sent to the school to be distributed to the students and have them bring the brochure home to their parents. We had discussed previously the idea of getting brochures sent out with the water and sewer bills that will be going out the second week of January. This would reach about 600 households but not all residents of the town.

Bill advised us of an issue that a resident brought to his attention. It just showed that there are residents who don't understand the whole project and that we definitely need to get more information out to the public. We need to know how the residents feel, positive and negative so that we can address the negatives and have the answers.

Clark has had quite a few conversations with the EMS. He has proof that it is cheaper for the town to have it's own ambulance than to contract it out. Having a medic respond in 5 minutes instead of 15 or

more saves lives. Clark discussed the future of the ambulance and that this building has to meet the needs of the town for the next fifty years. The building will last much longer than that but that is how far we can project into the future.

Clark gave some information on some small changes that were made to the floor plan. Jeremy was looking into information on holding cells and juvenile detention but was unable to make this meeting.

Clark asked the two chiefs to put together, on a preliminary basis, their reasons for needing this building. Chief Pelletier's information is in the paperwork that Clark distributed at the beginning of the meeting.

Michelle and Peter discussed the fact that, right now, the conditions that the police department are working under have potential liability issues. They had a state audit awhile ago and some violations were pointed out and discussed. The PD was put on notice that some things had to be corrected. The auditors understood that they were trying and that some things had improved.

We discussed the fact that companies that are thinking of purchasing property in town would be looking at what amenities the town offered. Everyone agreed that having services like the ambulance and police were very important for the future of our town.

Clark will complete the team roster for the next meeting.

Peter advised us of a new phone number for himself and a correction on the emails for himself and Michelle.

Our next meeting will be Tuesday, December 22, 2020 at 6:00 PM at 10 Station Square.

Alan asked for a motion to adjourn. Peter made a motion to adjourn. Bill seconded. All in favor. Meeting adjourned at 7:10

Respectfully submitted,

Gail Rossetto, Secretary