

**TOWN OFFICE BUILDING COMMITTEE
MEETING NOTES
AUGUST 14, 2019**

Lee Knapp opened the meeting at 6:30 PM.

Present: James van Bokkelen, Jeff Krukonis, Paul Kapela, Chad Holmes, Clint Furnald, Colleen Callahan, JD Bernardy, Carole McCarthy, Angela Racine, Richard Verge, Don Sanborn, Bruce Eaton, Alycia Burchette, Andrew Langlois, Bill, Lee Knapp, Barbara Knapp,

Reports on Action Items

- ✓ Sanborn – Has attempted phone and electronic communication with Witham Construction but has not made contact.
- ✓ Gamble – Not in attendance to report on LCHIP grant information
- ✓ Knapp – Contacted Eagle Leasing – A 40x8' unit (2 rooms with 10' in between) at ground level with AC/Heat, \$500/mo. No septic. Need electrical hookup.
- ✓ Racine – Contacted Mailpak in Salisbury – A 40' long open unit is \$575/mo. She has printed picture and literature.
- ✓ Callhan – See the detailed sheet that she distributed summarizing the information she gathered regarding Kensington's town office relocation during their renovation project. Requirements, challenges, and solutions for temporary space are noted.
- ✓ Racine – Capital Reserve Fund for building maintenance cannot be used on the old Barnard School because it is not owned by the Town; rather, by the Barnard Trust.
- ✓ Knapp – The Selectmen reached out to the Barnard Trust to requested a joint meeting which has not yet taken place due to the fact that the Trust's full board is not able to meet at this time. The Selectmen met with Van Bokkelen to ask for clarification on his intent and parameters of a donation proposal. Knapp recognized Van Bokkelen as a generous benefactor to the South Hampton school district over the past two decades. Regarding the old Barnard School, Knapp reported that Van Bokkelen proposed that unconditionally he would fully fund the cost of asbestos abatement, the demolition of the back addition of the building, the cost of a structural inspection of the original portion of the building, and the cost of temporarily housing the Town offices until the March Town meeting where a warrant article would be presented for the voters to approve further rental costs until a renovation was completed.
- ✓ Van Bokkelen - The preconditions for this proposal include the following: 1) Obtain the Barnard Trust's approval, 2) Relocate the Town Offices, 3) Remove the contents of the building, and 4) A building needs assessment is completed. A noted contingency is that the need for an elevator be eliminated. Van Bokkelen's intent is to "finish the project" with his donation; however, only Phase I as described above has been outlined. He noted that at the point of commitment, he will formally write a letter to clearly define his donation, and the executor of his estate would honor the commitment.

New Business

- ✓ Committee members brought forth ideas for consideration to include new vs. renovation construction; contracting with licensed professionals; the formation of subcommittees,

the use of alternate temporary office spaces such as the town hall, lower level of Barnard School, Nancy Dixon's building, and Jimmy Watkins' building.

- ✓ Knapp reported that the account balance in the Town Building Maintenance Capital Reserve Fund is \$121,540. Bud Com Chair, Denis Blair, has predicted that if the building project cost \$1 million, by itself, the initial bond payment would increase taxes by 3.3%. Bond proceeds would not be available until August 2020; however, the Town could seek interim financing from other banks at an additional cost.
- ✓ Knapp reported that at their 8/12 meeting, the Selectmen approved moving forward with Van Bokkelen's offer to fund asbestos abatement since no matter what direction the committee and Town took, this step would have to be taken. He has sent an RFP to three abatement companies. Although the Selectmen are in charge, in moving forward, the work of this committee will be vital.
- ✓ At Krukonis' suggestion, a space sub committee was formed: Krukonis, Callahan, Langlois, Furnald, and one other volunteer (apologies from the note taker! Let me know.)
- ✓ Callahan thanked Van Bokkelen for his generous offer.
- ✓ Action Items were noted.

Carried Over Action Items:

- ✓ Selectmen – Schedule a meeting with members of the Barnard Trust
- ✓ Gamble – Get the details on applying for LCHIP (Land & Community Heritage Investment Program) grant funding for the front section of the old Barnard building.
- ✓ Sanborn – Contact John Witham, excavating contractor, to find out the feasibility and cost associated with eliminating the moisture problem in basement.

New Action Items:

- ✓ Callahan – Contact the South Hampton School Board about the use of the lower level of Barnard School to temporarily house Town Offices.
- ✓ Eaton – Contact Nancy Dixon and Jimmy Watkins regarding office space rentals.
- ✓ Racine and Van Bokkelen – Determine whether or not a warrant article is needed for the Town to accept a large donation
- ✓ Langlois – Contact companies who do renovations of older buildings
- ✓ Knapp and others – Get specifics on trailer rentals and visit some.
- ✓ Racine, Knapp, and others – examine two front rooms of the town hall as options for temporary office spaces.

Next Meeting: August 28, 2019 at 6:30 PM

Respectfully Submitted,
Barbara Knapp