

**MINUTES**  
**Sanbornton Building Construction Committee (BCC)**

**Meeting Date and Time:** Thursday, August 16, 2021 at 4:30 PM

**Meeting Place:** 27 Meetinghouse Hill Rd (Town Library).

Nina Gardner called the meeting to order at 4:35 PM.

**Roll Call of Members Present**

Regular Members present: Nina Gardner (Citizen Rep - Chairman), Brendan Morrison (Citizen Rep), Chuck Flanders (Citizen Rep), Jim Dick (Selectmen's Rep), Ken Carleton (Employee Rep)

Regular Members absent: Steve Cobb (Citizen Rep - Vice Chair)

Others Present: Keith McBey (BPS), Doug Proctor (H.L. Turner)

**New Business**

- a. The Committee performed a site walk with Keith McBey (BPS) and Doug Proctor (HLT) to review Doug's proposal to change the planned siting of the new Town Office building. Based on the topography of the field, BPS and HLT recommend the Town consider placing the building behind the Church, rather than behind Old Town Hall. Access would be created by extending the current Library parking area to become an access drive to the building site. The new location would offer several benefits:
  - Reduced site work/reduced cost
  - Less disturbance/removal of soil from the site
  - Easier access than the planned drive, especially in the winter with the uphill grade
  - Building would be less visible because of the tree/Church screening it from the road
  - Placement creates more of a "campus" feel rather than a fourth building sitting alone on the hill
  - Proximity to two other buildings helps blend the architectural styles
  - New location would allow rearranging the interior of the building, which creates more efficiency and better workflow
- b. Doug proposes to keep the orientation of the building in line with the other three (with the gable end facing the road), but to place the primary entrance on the side. This will allow better access for the public and allows a redesign of the interior that improves workspace. In particular, the size of the breakroom/conference area could be increased to provide more meeting space inside the building. The architecture would be designed so that the building fit well within the "campus" of the Church and Library.
- c. The primary concern raised was pedestrian safety in the vicinity of the Library. Jim Dick explained to Doug and Keith that school children use the walking path to the Library for afterschool programs. Keith proposed a walkway (sidewalk or gravel path – TBD) that would be isolated from the driveway to provide increased safety. There was also discussion about potentially adding some additional parking spaces on the Library side of the drive to reduce the number of people who have to cross the driveway to reach the Library.
- d. The access drive and existing parking were also discussed. In order to gain some more space, it might be possible to extend the parking spaces adjacent to the Church another 3 ft with a retaining wall. This would increase the width of the driveway itself and could also address a drainage issue with the existing design that causes flooding in the Church. A discussion with Church leadership would be required to include that as part of a construction plan. The Members also discussed traffic calming measures that could be taken to reduce driver speed in the immediate vicinity of the Library, including speed bumps and flashing pedestrian signs.

- e. Access from the new parking to Old Town Hall was also discussed. Because of the steep hill from the field down to OTH, it was felt that the safest route would be for people to walk along the driveway and the existing circle. Although it is further than a ramp or stairs would be, it was felt that it was safer, especially in the winter when ramps and stairs can be very slippery – and also required significantly less maintenance. Options for adding additional handicap accessible parking to the existing area around OTH was discussed which could help things.
- f. The Committee discussed the pros and cons but agreed that the proposed location makes sense. Because it is a change from what had previously been discussed with the Board and at Town Meeting, it was felt that the issue needs to be brought to the Board of Selectmen and a public hearing should be held. It was agreed to ask to be on the agenda for the meeting on 8/18 and that a public hearing as part of the Board meeting on 9/1 should be requested. That would still allow HLT enough time to finish construction design for the foundation in time for BPS to start any site and foundation work in early October.
- g. The next meeting will be at the call of the Chair based upon the results of the discussion with the Board.

A **motion** was made by Chuck Flanders to adjourn the meeting, seconded by Brendan Morrison. There was no discussion, and the motion **passed** unanimously.

**Meeting adjourned at 5:32 PM.**