



**TOWN OF NORTH HAMPTON  
THE FIFTH MUNICIPAL FACILITIES COMMITTEE**

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APPROVED MINUTES – AUGUST 27, 2015 – 6:30 P.M.  
MARY HERBERT CONFERENCE ROOM  
NORTH HAMPTON TOWN OFFICES  
233 ATLANTIC AVENUE  
NORTH HAMPTON, NEW HAMPSHIRE

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***These minutes were prepared as a reasonable summary of the essential content of this meeting, not as a transcription.***

**1. The Call to Order by the Chair**

Chair Etela called the meeting to order at 6:32PM. Those in attendance: Mr. Kilgore, Mr. Robie and Director Page. Absent: Mr. Castagna, Mr. Jeffrey.

Chair Etela stated as a committee, they have no authorization to reduce the programmed areas that have been vetted by the departments and the library. He also spoke to the issue of three bays versus four conversations that have been ongoing, as well as reasons why the “Stone Building” cannot support the weight of records files, nor does it have the storage capacity needed.

Mr. Kilgore clarified his statement on the average voting age he spoke about at a prior meeting.

Cynthia Swank joined the conversation from the audience and spoke about records storage and the MUR 300 (Municipal Records Retention Schedule) governed by NH RSA 33-A.

Director Page gave his perspective on medical and police records retention, and how the Attorney General’s Office mandates them.

Mr. Kilgore clarified his number of \$400,000 for records storage, and how it was calculated.

Ron Lamarre used the Kingston Library to compare projects, and stated the fact of what is really being built is extra foundation, trusses, and flooring, and the more realistic price would be \$8,000 for records storage.

Mr. Kilgore advocated for the idea of building for today, and the anticipation of future building needs. He stated if the committee goes forward with the same price tag on the project, it is going to fail for the third time. He further stated he had spoken with a member of the Select Board that told him the fourth bay on the fire station was for a future vehicle purchase.

Director Page stated that was not the case as it is for current vehicles, not future.

Mr. Kilgore added he is the biggest advocate for the project and wants to see it pass; however, the committee needs to give the Select Board something different than past committees.

Mr. Lamarre stated he had spoken with Michael Castagna by telephone and that he had told him what would be happening with the current proposal would be to take away a year's worth of phasing and escalation costs.

Mr. Lamarre stated if you took the library's exact design and added in an entrance lobby and the restrooms it is roughly over 10,000 sf versus the original program of 14,000 sf.

Mr. Lamarre has given Bauen Construction instructions to use Kingston library as example and give costs to the committee using those plans. He reiterated the project placed on the ballot must be something the committee thinks will pass.

Director Page stated the people he has spoken with have told him they might not want a \$7 million project, but they do not want a \$5 million band-aid either.

Mr. Lamarre stated it is important to consider the project on the ballot for two years in a row was the same project that failed by roughly the same percentage; it was important to remember this would be a project of renovation and rebuild with cutting off a year of phasing.

Mr. Kilgore stated with the fourth bay being such a political issue, would it be possible to make three bays longer with rear egress.

Mr. Lamarre spoke to that question with the possibility of moving the building forward if the three bays were deeper with a non-essential vehicle exiting the rear of the building as a possibility.

## **2. Old Business**

2.1 Review the two site plans previously sent by Ron Lamarre. Any requested changes will be discussed with him at this meeting.

*(Secretary's Note: Item taken up earlier in the meeting.)*

## **3. New Business**

3.1 Discussion on the Alternate Scheme floor plans revised by Ron Lamarre after meeting with Mike Castagna on August 24

The committee viewed Mr. Lamarre's current plan on his computer and worked on different solutions or locations for various components of the fire and police departments.

Mr. Lamarre stated if construction is started in the late fall 2016 it might be possible to have it built by summer of 2017. He further stated he would like to find ways so the vehicles do not have to stay outside in the winter for an extended period if at all.

Director Page state it may be possible to remove the "slide" off the forestry truck and store it somewhere that is heated, which would then allow the forestry vehicle to be stored outside during the winter.

The committee agreed to have Mr. Lamarre speak with Chief Tully about having three longer bays with two that vehicles could drive out the back.

Cynthia Swank again spoke from the audience about the perception that records storage is for things that are never used rather than that of a records continuum. She further spoke about limited office staff and the need to access those records frequently would leave the front desk empty while an employee is at least 65 feet away searching for records.

Discussion ensued regarding the town office space that will remain as it is, with very little reconstruction done.

Mr. Lamarre explained he is trying to keep record storage space upstairs in the Town Offices with a connection to the lobby.

Discussion ensued regarding space in the Town Offices to use in the future for the Town Clerk/Tax Collector and that it could be used as storage space, until such time that she/he does move out of the current building.

### 3.2 Confirm meeting with CIP Committee changed to Wednesday 9/2 at 6:30 pm from 9/9

Chair Etela asked the committee if Wednesday, September 2 at 6:30PM would work for the next meeting, and all members present agreed it would.

### 3.3 Review timing of Final Plans, Cost Estimates and Power Point presentation.

Mr. Lamarre stated diagrams, cost estimates, and the phasing schedule will be available for the September 14 Select Board meeting, but it will not show an actual depiction of the buildings.

The next step that will have to be decided is whether to move forward with the design and guaranteed maximum price.

Mr. Kilgore stated another option on the table is whether to wait a year on the project, and he felt it should be discussed at a future meeting.

Mr. Robie asked Ms. Swank what the CIP (Capital Improvement Plans) Committee does, and why they are meeting with them.

Ms. Swank explained the purpose of the committee and stated the meeting will be a question and answer session.

## **4. Approve minutes from August 20, 2015 meeting .**

Item tabled until next meeting, as there was not a quorum present from the last meeting to vote on the minutes.

## **5. Any other item that may come before the Committee**

No items

## **6. Adjournment**

Meeting adjourned at 8:10 PM

Respectfully submitted,  
Janet L. Facella