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## **TOWN OF BROOKLINE, NEW HAMPSHIRE**

### **Brookline Public Works**

**P.O. BOX 360 – 1 Main Street  
BROOKLINE, NH 03033-0360**

#### **Public Works Building Committee Minutes November 20, 2019**

- All committee members present, Daryl arrived at 6:02
- Also present- Todd Croteau (resident & Hollis DPW director), Dana Ketchen, Tad Putney, Mark Fessenden (resident)
- Meeting called at 6pm
- Mike announced that we will be running our meetings more formally from now on to ensure no one is talked over and all minutes are recorded accurately. The committee may have an open discussion and all other outside comments and questions should be directed to the chair (Mike) and they will be given the floor to make their points.
- Eddie motioned to accept minutes from last meeting, Ron 2<sup>nd</sup>
  - Eddie changed motion to accept minutes as Mike will amend to make the addressed point more clearly worded, Ron 2<sup>nd</sup>. 4-0-1 vote, Charlie abstained.
- Committee discussed 202 Route 13 (see last page(s) for Pro/Con list):
- Ron likes the building
- Dana read email from Mike from 10/15/2019.
  - Email said that the lot of 202 Route 13 was small and not available for sale.
  - She said the truth is important
  - Mike said he was misinformed about the property size and the property was not for sale at the time of reaching out.
- Charlie said he had the landowner reach out to Mike about the property and they told Mike it wasn't for sale. Doesn't mean they couldn't change their mind.
- Charlie said he has dug a trench near the property. There is peat and logs underground. He is concerned about the owners filling in wetlands & water issues.
- Dana has concerns about honesty with the committee

- Dana said she wants professional opinions on 202 Route 13 before she can formulate an opinion
- Eddie said dana should look at graph paper/equipment sizes to realize the justification of the building size.
- We need GMP to make true comparison to 202 Route 13
- Daryl likes the building and locations, believes it is adequate and could be turn key if needed
- Committee discussed property assessment vs. appraisal
  - Tad will reach out to Kristen about how the two compare and effect each other
- Eddie discussed concerns about the lot size and layout. Doesn't think it would work for 20-30 years without huge improvement.
  - Concerned about expense of renovations
- Tad looked at town wetland soil map
  - Shows about 1/3 of property having wet/low drainage soils
  - Not what seems to be there now
- Charlie needs pricing and more information before deciding on a course of action
  - Wants test pits under parking areas and other key spots on the property
- Mike said we have a unique opportunity to start from the very beginning.
  - Other DPWs have done the work and we should learn from them
  - Personnel retention is very important
  - Office space in current 202 setup won't work for the long term
  - Not a fan at all of taking a property off the tax map, let alone it being a commercial property.
  - We already have the land at the transfer station
  - Co-located at TS is a huge benefit
  - 12' doors are going to be a problem and will get damaged
    - Milford has 14' doors and they see damage
  - If pole locations for the building already outline the garage doors, the width can't change. Based on the headers and ceiling height, that already can't change.
  - We cannot guarantee this property will work for X number of years because it wasn't designed for municipal use.
- Todd said we have one opportunity to do it right
  - Public works is just like any other department, they need to maintain a state of readiness and keep vehicles pristine to lengthen service life.
  - He estimates around \$300k in renovations immediately to make it adequate for public works use
- Mark asked about plywood on the walls in the garage

- Are they fire resistant and if not, do they have to be?
- Is R19 insulation in the walls adequate?
- Saw evidence of water problems outside
- Needs all new airlines run on walls
- Air compressor plumbing may not handle large air tools for large equipment repair
- Facility needs new lighting in garage and on the exterior
- Has concerns that the facility has two well pumps/maybe two wells
- Says we need to do water testing to develop a baseline for the site should we intend to rent or buy the parcel and building
- Building space inspection should include attic space and trusses
- Committee looked at updated site plan from fieldstone
  - Mark said to tell Lauer to add an exterior door to access the utility room from outside for both service and fire department needs
  - Change salt shed label to indicate both salt and sand storage
  - Make sure tractor trailers can back into salt/sand storage area
  - Change walkway to proper alignment with entrance spot
  - Mark trails on site plan
  - Mark gravel access/maintenance areas around the building
- Eddie motioned to proceed with amended Fieldstone plans, 2<sup>nd</sup> by Charlie...all in favor
- Mike announced he and Tad talked with Tanguay
  - Tanguay is confident he can do the work
  - He will be charging for his involvement whether we use a CM firm or not if he is chosen to do the work
- Mike is leaning towards moving away from the CM structure and has also reached out to George Razzaboni.
- Charlie said committee members should be given a schedule of days to go up and look over project and report any concerns as its being built as an oversight prevention measure.
- Eddie spoke of concerns about going to a GC approach knowing we may not end up going with Tanguay
- Mark asked about getting the Town Engineer on site
  - Eddie said there will be engineers there
- Mike announced he and Eddie will go to the Planning Board tomorrow night as an initial reveal of our current concept plan
- Next meeting with Selectboard on Monday. 11/25/2019 at 6:30pm
- Next committee meeting is 12-4-2019 at 6pm
- Tad asked about cutting North Branch loose
  - All agreed we can't do anything until we hear back from general contractors.
- Compiled list of elements to seek renovation pricing

- ADA compliant bathrooms
- Seek to know pole structure locations to find out if widening doors is even possible
- Have contractors try to emulate our *new building* office space in the 202 route 13 building as close as possible
- ADA compliant parking lot
- Pavement
- Generator
- Fire alarm system
- Video Surveillance system
- Lighting upgrades
- Test wells
- Charlie motioned to adjourn, Ron 2<sup>nd</sup>, All in favor
- Meeting adjourned at 8:35pm.

#### PROS:

- Building is immediately available
- Don't have the expense of a well or septic because they exist
- Can get equipment inside immediately
- Lean-To, cold storage on side of building
- The location
- Possible short term rental option
- Renovations could happen during the summer
- Minimal site work needed for other features due to flat area...assuming good subsurface material.

#### CONS:

- Amount of outdoor space may not be sufficient for additional material
- Not at the transfer station location
- Flat floor inside, no drains
- It is a taxable piece of land and that contribution would need to be absorbed by other properties
- Possible organic/unsuitable property fill material
- Price needs negotiating
- Lean-To is in the wetland
- Part of cost is buying land
- Low ceilings
- No handicapped bathroom
- No generator
- No pavement
- Old septic (1983) but is large enough
- Septic is a pump system

- Office space needs to be renovated
- Garage needs renovations and painting
- Unknown capacity of mezzanine
- Building sits low on the property and close to the ground
- Property seems to be wet
- Building is already 17 years old
- Not on a foundation, is a pole barn
- No wash bay or area to build one
- No dedicated service bay space
- Air lines are run under the concrete floor
- Outdated interior and exterior lighting