

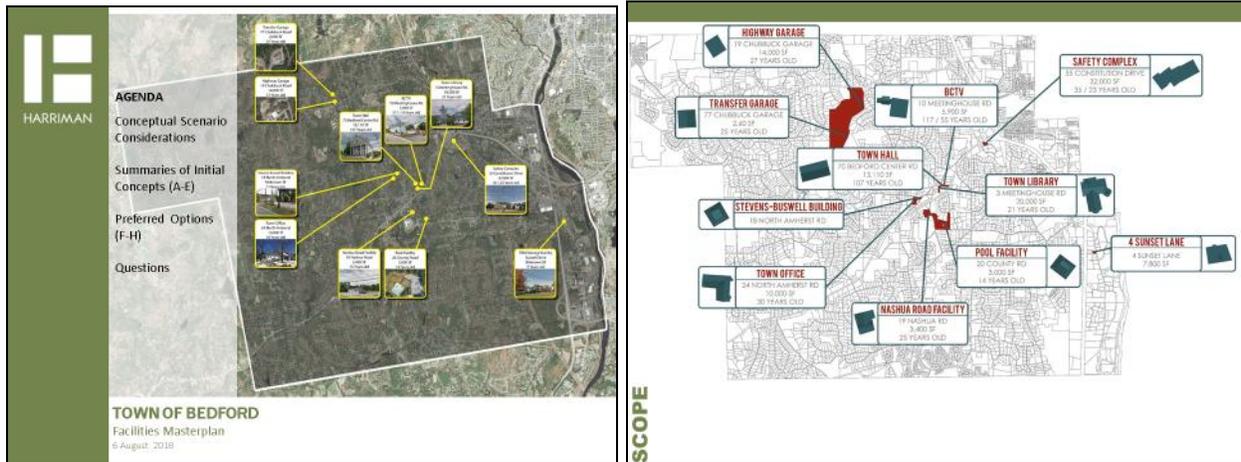
**TOWN OF BEDFORD**  
**TOWN COUNCIL SPECIAL MEETING/WORKSHOP MINUTES**  
**August 6, 2018**  
**BEDFORD MEETING ROOM**  
**10 MEETINGHOUSE ROAD**

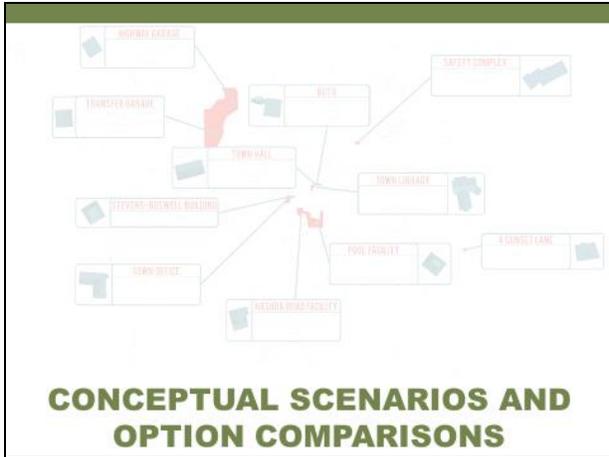
**1. ROLL CALL:** A special meeting/workshop of the Bedford Town Council was held on Monday, August 6, 2018 at the Bedford Meeting Room, 10 Meetinghouse Rd. Present were Bill Duschatko (Chairman), Councilors Phil Greazzo, Dave Gilbert, Kelleigh Murphy, Chris Bandazian, and Catherine Rombeau. Also present was Town Manager Rick Sawyer. Councilor Melissa Stevens was absent.

Chairman Duschatko opened the meeting at 6:12 PM.

Chairman Duschatko mentioned that this was a special meeting for the facilities study presentation-Volume 2 by Harriman. He explained that after the presentation, the Council would be going into a Non-Public Session, so if there were any members of the public that had any comments to make them now. There were no comments from the public.

Will Gatchell of Harriman Associates stated that the presentation would be a summary information of Volume 2, which are the concept options that were developed based on all of the space needs and facility reviews. He went through a Powerpoint presentation, which included initial concept options A-E and options F-H based on the committee's feedback, and also a committee matrix.





**INITIAL CONCEPT OPTION A**

**REDISTRIBUTION OF TOWN SERVICES**

**A Base, A1, A2, A3**

**PROS**

- Substation improves emergency response time along Route 3 corridor.
- Significant space needs at DPW facilities is addressed.
- Multiple options to expand police and safety complex:
  - A1: Police get new facility to meet specific operational needs but stay next to Fire Dept.
  - A2: Addition for Fire Department only. Police expand into 55 Constitution.
  - A3: Police expands toward 2 Constitution.
- Town Offices moved to historic center next to Town Hall or expand at 24 North Amherst Road.
- Multiple options for Library expansion.

**CONS**

- 4 Sunset building unlikely to be renovated to meet program needs.
- Purchase of 2 or 47 Constitution would be required plus demolition of the existing buildings.
- Option aside from 47 Constitution (A1) continue to use existing building for Police.
- Moving Town office next to Town Hall exacerbates current parking shortage and requires demolishing and rebuilding BCTV.

Fire Substation Highway Garage New Town Offices New Police Dept.

**INITIAL CONCEPT OPTION B**

**ONE-STOP SERVICES OPTION**

**B Base, B1, B2, B3, B4, B5**

**PROS**

- Consolidates all or most municipal services in a single location at 15 Constitution.
- Option to provide a new Police Dept. at 270 South River Road.
- Addresses available lease space.
- Options for Library expansion and Stevens-Buswell expansion for Town office use.

**CONS**

- Purchase of 15 Constitution and 270 South River Road would be required.
- There are significant program and security conflicts when Police and other municipal agencies are combined in a single building.
- Vacating existing Town properties such as the Library, which works well, does not make sense.
- Moving to Constitution Drive pulls municipal use out of the Town's historic center.
- Leaves many Town properties vacant with sales proceeds funding large expensive construction projects.
- Most expensive option.

Town Hall Addition Library Addition 270 S River Road 15 Constitution

**INITIAL CONCEPT OPTION C**

**SOUTH RIVER ROAD OPTION**

**C Base, C1**

**PROS**

- Utilize 270 South River Road for a combined Police Dept. and Fire Substation.
- Demolish west portion of Existing safety complex to improve site circulation for Fire Dept.
- Addition to Town Office building.
- Demolish Nashua Road Facility.

**CONS**

- Purchase of 270 River Road would be required.
- Demolishing existing useful Town owned space was not a good option.

Fire Dept. Police & Fire Substation Town Office Building

**INITIAL CONCEPT OPTION D**

**ADDITIONS IN-PLACE**

**D Base, D1**

**PROS**

- No work to Nashua Road Facility.
- Single addition to Highway Garage.
- Modest addition to Town Hall to meet ADA requirements.
- Substantial addition to Town Office meets most current space needs.

**CONS**

- Addition on historic Town Hall would be difficult.
- Site limitations for a large Town Office addition makes this option difficult and expensive.

Highway Garage Town Hall Town Office

### EXPAND THE SAFETY COMPLEX

**PROS**

- Optimizes office utilization of existing Safety Building.
- Police Dept. gets new facility to meet specific operational needs but stay next to Fire Dept.

**CONS**

- Requires selling 24 North Amherst Road.
- Requires purchase of 2 Constitution and 47 Constitution.



2, 56, 47 Constitution combined

### SUMMARY / WHAT WE LEARNED

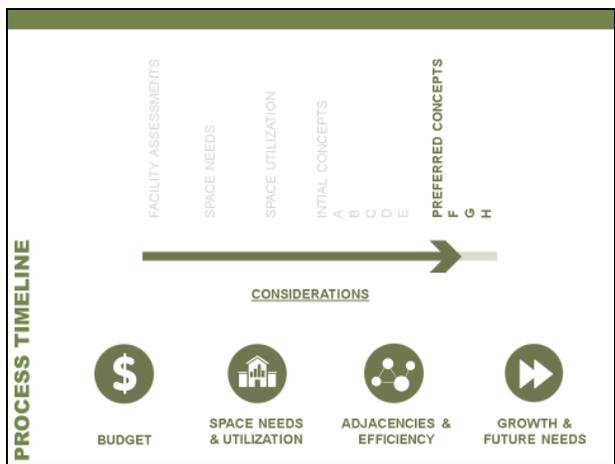
- Reuse of all viable existing buildings will be most economical.
- Police need their own facility due to security needs and specific operational requirements. Reuse and expansion of existing Safety Complex is not a viable path.
- Reuse of vacated Police office space for Town Office functions solves existing Town Office space needs.
- The Library site is tight and only 1 layout option really works.
- An addition to the Town Office buildings is not viable given the shape and size of the existing building.
- A single addition for the DPIK Highway Garage is the most operationally efficient.
- Internal renovations and upgrades to Town Hall are preferred to additions due to the historic nature of the building.



Highway Garage    Library    Police at 47 Constitution

### OPTIONS COST SUMMARY

A BASE	A1	A2	A3		
\$17,911,000	\$53,100,000	\$49,495,000	\$47,105,000		
Total	\$71,011,000	\$67,406,000	\$65,016,000 (Lowest)		
B BASE	B1	B2	B3	B4	B5
\$17,811,000	\$51,970,000	\$51,275,000	\$46,645,000	\$55,295,000	\$47,575,000
Total	\$69,781,000	\$69,086,000	\$64,456,000	\$73,106,000 (Highest)	\$65,386,000
C BASE	C1				
\$11,461,000	\$59,170,000				
Total	\$70,631,000				
D BASE	D1				
\$18,111,000	\$52,650,000				
Total	\$70,761,000				
E BASE	E1				
\$17,811,000	\$48,605,000				
Total	\$69,781,000				



### AGENDA

- Consolidate the best parts of Options A-E into 3 final concepts.
- Provide lower cost solutions.
- Create a 'frugal option' that limits construction work, reduces new construction, and reuses existing buildings as much as possible.



BUDGET    SPACE NEEDS & UTILIZATION    ADJACENCIES & EFFICIENCY    GROWTH & FUTURE NEEDS

### CRITICAL INFRASTRUCTURE EXPANSION, MUNICIPAL CONSOLIDATION

**PROS**

- Utilize 4 Sunset Dr. for a new Fire Substation.
- Renovation and additions to Highway Garage using lower area from Options A & D.
- Modest addition to Town Hall to meet ADA requirements. Renovate BCTV as needed.
- Sell Town Office and move all program to Safety Complex (55 Constitution) reduces Town owned facility square footage.
- Sell or gift Stevens-Buswell.
- Demolish Nashua Road Facility.

**CONS**

- Addition on historic Town Hall would be difficult.
- Potential synergy between Stevens-Buswell and Town Office building is lost.
- Fitting all Town Office program into the existing Safety Building requires extensive renovations or results in compromised layouts.



Fire Substation    Town Hall    Library    New Police Dept.

### REDUCED PROGRAM AREA AND COST OPTION

**PROS**

- Reduced addition to Highway Garage with an open air vehicle storage option.
- Modest addition to Town Hall to meet ADA requirements.
- Renovation only at Town Office building.
- Demolish Nashua Road Facility and replace with a new, smaller storage building.
- Renovate vacated Safety Complex office area for use by Town Office program.

**CONS**

- Addition on Historic Town Hall would be difficult.
- Current Town Office program would be split between 55 Constitution and 24 North Amherst.
- Open air vehicle storage for DPW is a compromise that limits vehicle protection and serviceability.

Highway Garage    Town Hall    Town Office    Stevens-Buswell

### FRUGAL OPTION

**PROS**

- Single addition to Highway Garage limited to open air vehicle storage.
- No work to Town Hall, BCTV, Nashua Road Facility, Pool Facility.
- Substantial addition to Town Office meets most current space needs.
- Renovate vacated Safety Complex office area for use by DPW Admin, Building Department, and Planning.

**CONS**

- Reduced scope lowers cost but does not meet many of the Town's deferred maintenance needs, ADA upgrade needs or space needs. This option addresses public safety and Library well but is a short-term fix for other municipal departments.
- Current Town Office program would be split between 55 Constitution and 24 North Amherst.
- Open air vehicle storage for DPW is a compromise that limits vehicle protection and serviceability. Renovation work for existing building is needed and not addressed.

Fire Substation    Highway Garage    Library    New Police Dept.

PREFERRED OPTIONS COST SUMMARY	
<b>F BASE</b>	<b>F1</b>
\$16,105,743	\$40,648,155
<b>Total</b>	<b>\$56,753,898</b>
<b>G BASE</b>	<b>G1</b>
\$14,026,000	\$38,593,155
<b>Total</b>	<b>\$52,619,155</b>
<b>H BASE</b>	<b>H1</b>
\$7,911,000	\$34,043,155
<b>Total</b>	<b>\$41,954,155</b>

	Option A	Option B	Option C
<b>Police Department</b>	Renovate and expand existing building	Renovate and expand existing building	Renovate and expand existing building
<b>Fire Substation</b>	Renovate and expand existing building	Renovate and expand existing building	Renovate and expand existing building
<b>Town Office</b>	Renovate and expand existing building	Renovate and expand existing building	Renovate and expand existing building
<b>Public Library</b>	Renovate and expand existing building	Renovate and expand existing building	Renovate and expand existing building
<b>DPW Main Storage</b>	Renovate and expand existing building	Renovate and expand existing building	Renovate and expand existing building
<b>Transfer Station</b>	Renovate and expand existing building	Renovate and expand existing building	Renovate and expand existing building
<b>Municipal Pool Facility</b>	Renovate and expand existing building	Renovate and expand existing building	Renovate and expand existing building
<b>Nashua Road DPW Facility</b>	Renovate and expand existing building	Renovate and expand existing building	Renovate and expand existing building
<b>BCTV and Access</b>	Renovate and expand existing building	Renovate and expand existing building	Renovate and expand existing building
<b>BCTV</b>	Renovate and expand existing building	Renovate and expand existing building	Renovate and expand existing building
<b>Town Hall</b>	Renovate and expand existing building	Renovate and expand existing building	Renovate and expand existing building
<b>Stevens-Buswell Building</b>	Renovate and expand existing building	Renovate and expand existing building	Renovate and expand existing building

Mr. Sawyer summarized the last slide showing three options for each building. The committee recommended the following options that need to be done: Police Department stand alone building, Fire Substation, Library addition, Transfer Station safety and expansion improvements. He stated that the questions they need to decide include: Do they keep all of the Town's functions together under one roof or as fewer roofs as possible - do they all move to Constitution Drive in some form or another or do they try and figure a way to expand on the Town Office Building; Do they continue to work with the Historical Society to bring Stevens-Buswell to completion or does the Town turn it over to them or is the Town walking away from North Amherst Road altogether; Are they keeping a presence in the village center with municipal offices.

There were no questions or comments by the Council or the public.

Mr. Sawyer mentioned that all of the documents, except the slides presented tonight, are on the Town website available to the public including both volumes of the existing conditions, plus all of the concepts, which is in excess of 500 pages in total. They are on the Town Manager page of the website under 'Facilities Study'. The presentation will be added tomorrow.

**2. NON-PUBLIC – RSA 91-A:3 II(d)**

**MOTION by Councilor Murphy to go into Non-Public Session under RSA 91-A:3 II (d) – Consideration of the acquisition, sale or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community. Seconded by Councilor Bandazian.**

**Roll Call Vote: Greazzo-aye, Gilbert-aye, Murphy-aye, Duschatko-aye, Bandazian-aye, Rombeau-aye.**

Councilor Stevens attended telephonically once they entered non-public.

The public meeting ended at 6:43 PM.

The public session reconvened at 7:38 PM.

**MOTION by Chairman Duschatko that the Bedford Town Council create a subcommittee to explore available options. Seconded by Councilor Bandazian. Vote taken – Motion Passed – 7-0.**

The Subcommittee includes Chairman Duschatko, Councilor Bandazian and Councilor Murphy.

**MOTION by Councilor Bandazian to adjourn at 7:40 PM. Seconded by Councilor Gilbert. Vote taken – Motion Passed – 7-0.**

Respectfully submitted,

Dawn Boufford