Lee Knapp opened the meeting at 6:35 PM.

Present: James van Bokkelen, Jeff Krukonis, Paul Kapela, JD Bernardy, Angela Racine, Don Sanborn, Don Fisher, Bill Howe, Pam Noon. Emily Kime, Andrea Condon, John Gamble, Linda Blair, Dennis Blair, Eric Vichill, Bill Howe, Lee Knapp, Barbara Knapp,

Reports on Action Items

- Knapp - Although he has communicated with the chair of the Barnard Trust, the trustees have been unable to meet at this point. (8/29/19 update: Although the chair of the trustees is unable to meet with the remaining trustees at this time, the trustees have a quorum and will meet to work on a plan to address Phase I of the town offices building project.)
- Sanborn – Has attempted phone and electronic communication with Witham Construction but has not made contact. He plans to send photos of the building to Witham.
- Gamble – VanBokkelen will follow up on LCHIP grant information.
- Knapp – Some committee members examined the 2 front rooms of the town hall as possible temporary locations for the tax collector and town administrator during asbestos abatement/demolition/construction. Some carpentry work would need to be done to erect temporary walls and a suspended ceiling in the town hall to enlarge at least one of those rooms. Racine has had the suggested areas taped out as a visual. Gamble stated that he is available for carpentry. An electrician would need to be hired, a glass partition would need to be installed, doors and locks would need to be operational. Van Bokkelen suggests purchasing a metro rack for vertical storage of equipment. Kime volunteered to clean out current town hall storage spaces and to pack up current office materials. Knapp noted that the fact that the tax collector and town administrator are agreeing to this plan is very much appreciated.
- The following action items were taken care of, but are now off of the table because the temporary housing of town office spaces has been decided: Callahan reported to all committee members via email that the school board would be willing to engage in a discussion about the use of the lower level of the school but that there would be stipulations; Eaton discussed renting from Dixon, but that is not an option; Knapp reported that no committee members looked at trailers after examining town hall space.
- Racine – The town would be required to have a public hearing to accept any donation over $10,000. If donations were made only to the Barnard Trustees, a hearing would not be necessary.
- Langlois was not present to report on contacts with companies who renovate older building.

Asbestos Abatement/Demolition

- Knapp reported that he has met with three asbestos abatement contractors, one of whom has already submitted a quote. All three have somewhat different approaches for abatement, demolition and selective demolition. For abatement, all are taking the attic ceiling down to remove vermiculite, and all would leave the outside structure intact. One company does asbestos removal but would also perform a complete demolition of the back addition and partial (selective) demolition of the front original section, the latter being quite expensive. When the back addition is torn down, there will be a need to plywood and tarp that area. Power and water will need to be shut off.
- Condon and Blair asked about timelines. Kime noted that the PTA has the Fall Festival in the town hall area on Oct. 5, and she would need to know within 2 weeks if they have to relocate the event. Van Bokkelen noted that a move, asbestos abatement, or demolition would not happen before Oct. 5.

Space Needs Sub Committee

- Krukonis reported that the committee has communicated via email only but will meet face to face to identify space needs to include counters, locked spaces, and a 7.5x7.5’ ADA bathroom.
Architect / Professional Engineer Search / Contractor Discussion

- A structural engineer should be available for advice during selective demolition.
- Van Bokkelen doesn’t feel strongly about where the footprint of the renovated Barnard building is since it will be jacked up anyway, but he would want to listen to the justification for moving it toward Jewell St. The committee will revisit this when the architect and engineer are on board.
- Need to locate a new septic system.
- Have to put in a cistern according to Ed Campbell, Deputy Fire Chief. The current one would have to be tested.
- Doors and window placement/size will be determined by space needs.
- Upstairs will be for archival storage; for example, tax records, vital statistics, town meeting minutes. Hard copies need to be kept.
- An architect needs to know about floor loading as it relates to the above.
- If additional steel (or other) beams are needed structurally, Van Bokkelen stated that he would not object.
- Van Bokkelen would want any needed addition to the town offices to look like the town hall annex, architecturally.
- Should the architect and structural engineer be from the same firm? Or do we hire a turn-key contractor who takes care of everything?

Other

- Condon asked if the renovated Barnard building would belong to the Barnard Trust.
- Should the land be surveyed to see what the Barnard Trust owns and what the Town owns?
- When the back addition to the building is demolished, the resulting hole can be filled with large items marked as no longer of any use to the town.
- Knapp suggested hiring a mover to get out of and back into the Barnard building; others suggested tapping into the volunteer pool.

Action Items

- Knapp – At a minimum, obtain a letter from the Barnard Trust that authorizes work to begin on the old Barnard School.
- Kime will meet with Condon and Racine to orchestrate cleanout and packing and get started.
- Van Bokkelen will see if NH Preservation Alliance knows if through LCHIP there is a good firm to hire to architects, engineers, and/or construction
- Knapp will email contact information for Milestone, TMS (?), and any other companies under consideration to Van Bokkelen who will ask historic preservation people for references.
- Knapp asked that all committee members come to the next meeting with names of architects, structural engineers, and/or construction companies who come highly recommended.
- Gamble will begin planning for the temporary construction to be done in the town hall and will secure an electrician.
- Van Bokkelen – Research the deed to the property upon which the Barnard building sits.

Next meeting date: September 11, 2019 at 6:30 PM

- The plan would be to choose one of the three asbestos abatement firms who will have quoted the project.
- Review suggestions for architectural, engineering, and construction firms for further consideration.

Meeting adjourned at 7:59 PM.

Respectfully submitted,
Barbara Knapp