



TOWN OF BROOKLINE, NEW HAMPSHIRE

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Minutes DPW Building Committee Tuesday, August 18th, 2020

Committee members in attendance: Eddie Arnold, Todd Croteau, Cindy LaCroix, Mike Wenrich, Dana Ketchen, Brian Rater, and Tad Putney.

Eddie called the meeting to order at 7:00pm.

Minutes

*Todd moved, seconded by Cindy, to approve the August 11th meeting minutes as written;
Voted Yes 7-0.*

Update from Mike re Request of Architect and Mechanical Engineer

Mike said he contacted both individuals for cost estimates should we reduce the building by two bays and it was decided the best course was a Zoom conference call, which has been scheduled for Thursday morning and has been organized by Roland of North Branch. **Eddie** asked when the meeting would occur. **Mike** said 9am. It was decided that **Mike**, **Cindy** and either **Eddie** or **Tad** will participate in the call.

Discuss Bond Funding Options

Tad said he has been working with the NH Bond Bank to look at options for minimizing the town's total annual debt payments while existing bonds are paid off. He said that the DPW bond's first bond payment would be due in 2022 and the last bond payment for the Ambulance Bay is in 2023, so there are two years of overlap. **Tad** said one option offered by the Bond Bank defers any principal payments for the first two years. He shared a bond payment schedule under this scenario that assumes a \$2.4 million, 20-year bond at an interest rate of 2.5% and noted the annual expense was \$90,000 in 2022, \$60,000 in 2023 and an average of about \$165,000 for years 3 through 20. He noted the \$2.4 figure is based on the latest cost estimate and could certainly change, but provides a starting point for looking at potential annual costs. **Dana** said she thinks the Selectboard is interested in seeing level annual costs, so this approach could be helpful. **Tad** said he has asked the Bond Bank to provide figures for a second option whereby all of our existing annual bond payments are considered and the new DPW bond payment scheduled is customized to result in total annual bond expenses that are level across the upcoming years. **Tad** said the Bond Bank did not have the software to complete this analysis, but a company they work with does and it will be provided next week. **Dana** said she is concerned about the increasing tax burden and noted an average annual percentage increase of 4.96% over the past five years. **Eddie** said the schedule estimated the annual tax impact in years 3 through 20 of about \$.25 per thousand. He said for a \$450,000 home that would be an annual impact of about \$112. **Dana** suggested it would be helpful for her if she could see the positioning of current and future vehicles laid out on the current garage floor plan and thought it

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would be good to add to the interim report for the Selectboard. Members agreed and **Eddie** and **Mike** will forward it to **Tad** for inclusion in the report. **Dana** asked which of the garage's bays is going to be the wash bay. **Mike** said the far right one when you are looking at the side of the building with all of the bays.

Review of Interim Report

Tad walked the committee members through the second draft of the interim report. Suggested edits and additions were made. **Tad** will update the report and circulate it to committee members in advance of Monday's meeting with the Selectboard and Finance Committee. **Dana** said she was not in favor of the two-phased approach noted in the report that suggested eliminating two bays and then planning to add them at a future time. She said she was in favor of looking at eliminating one bay and having it serve as the facility, without further addition, for the foreseeable future. **Eddie** said that reducing the building by one bay would be reasonable if **Mike** thinks he could function within it for the 20-year life of the bond. He said he would not think it would be fair to taxpayers to come back to them with the need for an addition to the building while the original bond is still being paid off. **Mike** said he thinks he could make it work. **Dana** said the reduction of one bay would show goodwill to the taxpayers. **Eddie** noted that last year's effort significantly reduced the original size of the offices and locker rooms as another example of goodwill. **Dana** said the building size increased from 120 x 60 to 140 x 60.

Construction Management versus General Contractor

Tad said that one other decision point for the committee and Selectboard is whether we use a construction management firm or general contractor. He said that the President of North Branch will be invited to meet with the Selectboard on Monday, August 31st. **Eddie** said we now know the estimated costs for a construction management firm. **Dana** asked if we have asked for an estimate from anyone who could serve as the general contractor. **Mike** said yes, we did last fall, but it was before we had the site plan. **Cindy** noted the estimated costs for site work are about \$400,000. **Mike** was asked to go back to that individual and ask if he could provide an estimated price for the job as a general contractor. It was agreed that if we could have the estimate by the end of the month it would provide the committee and Selectboard with comparable figures for the two approaches. It was noted that if we select the general contractor approach, we would need to conduct an RFQ process ourselves.

Constraints on Public Outreach

Tad shared guidance from a staff attorney at the NH Municipal Association advising that taxpayer funds cannot be used for public outreach on the project if it crosses into "advocacy". Members had been provided with a proposal from a resident to assist with outreach efforts at an estimated cost of \$2,800. **Dana** suggested sharing the two page item that has been developed to this point with the attorney and ask if it is acceptable. **Tad** will do so. **Brian** said he is apprehensive about paying someone to do public outreach. He said it has not been done before and we as a town have relied on volunteers. He noted that if we pay someone who is related to a committee member, it raises a red flag that we need to be aware of.

Schedule Next Meeting

It was decided the next meeting will be held at 7pm on Tuesday, September 1st at the Town Hall.

Meeting adjourned at 8:40pm. Minutes submitted by Tad Putney.