

Town of Bow

Buildings & Facilities Advisory Committee Meeting

DRAFT

June 17, 2025

Present: David Cook (Chair), Chris Andrews (Building and Facilities Manager), Thomas Betteridge (Vice Chair & Secretary), Daniel Thomas, Angela Brennen (Selectboard Rep)

1. Call to order.
 - a. Chair David Cook called the meeting to order at 6:02 pm.
2. Public Comment
 - a. The Heritage Committee is not looking for the carriage shed project to be fully funded by the town, they are looking to raise money from residents and to obtain some of the work pro bono to help reduce the cost. They are looking to reduce the cost of the project similar to how the library project was done. The hope is to get 50% of the cost covered to reduce the cost to the town. They have a plan to solicit funds from various entities to offset the cost of the project. The heritage committee believes they will be able to get support from individuals in the town.
3. Acceptance of the minutes
 - a. The minutes were not moved or reviewed during the meeting and will be reviewed at the next meeting.
4. New business-
 - a. 2025 CIP Packet Review
 - i. Carriage House project.
 1. Budget for whole project needs to be included in the proposal to CIP so they can plan for the project. The Heritage Committee will be working to have some of the costs covered through donations.
 2. Phase 1 would include a portion of the complete buildout. Phase 1 would include the prep kitchen, seating area and restrooms. The additional bays would be built during phase 2
 3. The budget for Phase 1 is budgeted at \$131,964. The budget is based on quotes received for the work in the past few months. The phase 2 work is currently budgeted at \$60,000.
 4. Funds have not been put aside for this project in the CIP budget currently.
 5. Daniel Thomas asked if the building rental costs and usage had been evaluated. Based upon the information from the Heritage Committee the future use is not clear.
 6. The town took ownership of the building in the 1980's and the building has been maintained by the town over the years.

7. The Heritage Committee feel this project could be a signature event/project for the town's 300 anniversary. The hope is to have the project groundbreaking in 2027.
8. The Meeting House requires maintenance to maintain the existing structure. The work is mostly carpentry work that is budgeted to be \$60,000.
9. Parking is difficult at the site, and there are other logistical issues at the site. The meeting house building has an occupancy of 100 people. The grass area to the right of the meeting house is typically used for parking.
10. Daniel Thomas asked if the carriage house would require a sprinkler system due to its proposed use. It is unclear what the requirements will be for the building.
11. CIP will be reviewing the costs for the project and how this fit into the town budget.
12. Fundraising has not been done for the Carriage house, but funding has been provided in the past for Meeting House projects though different grants and though support from the town.
13. This committee will revisit the carriage house at the next committee meeting before making a recommendation to the selectboard.
 - a. The painting for the Meeting House was budgeted over the past few years, but each time the costs came in more than the budget for the project and the work was not able to be performed. The \$60,000 for the painting will be in the CIP packet presented to CIP committee. Chris Andrews is applying for a grant to cover the project.
14. Daniel Thomas made a motion to table the discussion about the Meeting House and urges the selectboard to make a decision on what should be done for the building. Second by Thomas Betteridge, unanimous approval.

ii. Facilities vehicle small truck

1. Chris Andrews is working on a plan to come up with a vehicle from the surplus vehicles that are typically sold at auction. This should serve the purpose of the small truck that is currently being asked for.

iii. Facilities truck

1. The truck originally was a $\frac{3}{4}$ ton but it is being requested to upgrade the truck to a 1 ton with a plow with a sander to allow the Facilities team to better, plow and sand the town parking lots. Typically, this vehicle would last 10 to 15 years.
 - a. Motion Daniel Thomas to recommend to the CIP committee that the $\frac{3}{4}$ truck line item be changed to a 1-ton truck for purchase in 2028. second by David Cook, unanimous approval.

iv. Facility telephone system

1. Chris Andrews is investigating more items and will be further discussed in July meeting.
- v. Municipal parking lot work will be tabled until the selectboard workshop on the item.
This committee will discuss the parking lot in a future meeting.
- vi. Municipal Building heating system distribution
 1. Some thermostats have already been moved, which has improved some of the issues. The goal for the project would be to remove the old steam radiators and replace them with a baseboard heaters and the piping distribution system would be rezoned and replaced. Heat pumps have been installed in all of the occupied spaces with the exception to the breakroom. The heat pumps are not able to maintain the thermostat set points during the coldest months. There may be an option to change the zone valves in select areas as another option.
 2. Thomas Betteridge made a motion to move the MOB heating system distribution project from 2026-2027 to 2029-2030. Second Daniel Thomas, unanimous approval.
- vii. St. Cyr Playground equipment.
 1. The replacement has been carried in the CIP budget due to its 20-year typical life. The playground needs some repairs and due to the required repairs the playground will need replacement earlier. The playground was originally used for celebrating children's. The replacement costs for this playground of the same size are \$100,000 to \$150,000.
 - a. The discussion will be tabled until the selectboard discusses the overall parking lot and municipal building plan/workshop.
- viii. Bow Rec center addition.
 1. Thomas Betteridge made a motion to move forward with the addition to support the growth of the operation and self-sufficiency of the programs at the rec center. Daniel Thomas, unanimous approval.
- ix. Community Center maintenance and improvements
 1. The boiler system from the 70s is problematic and the two entry doors into the building are not ADA compliant. The baseboard heaters are in need of repair and replacement. The facility will be used for the next 3 to 5 years unless something else is changed. The boiler could be replaced and removed/moved into a new location in the future.
 - a. This committee stands by our recommendation from last fall to install a new boiler upstairs to support the use of the building.
5. Old business: Not updated during this meeting.
 - a. Safety Center Update:
 - b. Municipal Building

- c. Hanson Park Update:
 - d. DPW Update:
 - e. Old Town Hall Update:
 - f. Rec Center Update:
 - g. Budget Update:
 - h. Community building Update:
 - i. Energy conservation committee update:
 - j. Other:
6. Next meeting date and location
- a. 07/ 15 /2025 at 6 pm Location, Municipal building.
7. Adjourn
- a. Motion to adjourn by Daniel Thomas seconded by David Cook. Unanimously approved. The meeting was adjourned at 8:07 pm.