

Town of Bow

Buildings & Facilities Advisory Committee Meeting

January 21, 2025

Present: David Cook (Chair), Chris Andrews (Building and Facilities Manager), Thomas Betteridge (Vice Chair & Secretary), and Glenn Dugas.

1. Call to order.
 - a. Chair David called the meeting to order at 6:12 pm.
2. Public Comment
 - a. None
3. Acceptance of the minutes
 - a. Motion of the November 19th meeting minutes by Glenn Dugas, second by David. 3 approvals, none against.
4. New business-
 - a. Plan and schedule for CIP items per building.
 - i. The Selectboard was looking for items below \$25,000 to be lumped into larger projects and funding through CIP.
 - ii. Currently there is no budget for unanticipated items that break/fail. If something breaks or fails it comes out of different budgets within the town.
 - iii. A two-tiered system could be used. CIP items above \$25,000 and smaller items below \$25,000 that can later be lumped together for one larger project. Maybe use two distinct colors for CIP capital items vs standard items.
 - b. List of standard items per building (Tom B to finalize list and circulate to team). This builds upon Chris's list of items for each building.
 1. Necessary items per building broken out.
 2. Incidentals that need to be replaced annually or typically per building.
 - a. This may work like an emergency capital reserve item.
5. Old business:
 - a. Safety Center Update: Heating system for fire side, VRF compressor failed and was replaced. The system has been fixed and is now working properly. Unit heaters in apparatus bay and drains in apparatus bay and women's locker room will be fixed.
 - b. Municipal Building Update: Downstairs is almost wrapped up. The new vault is almost done, and front basement windows have been bricked over. Mini split systems have all been installed.
 - c. Hanson Park Update:
 - d. DPW Update: The ventilation project is moving forward. Equipment has been ordered and will be installed in April or May.
 - e. Old Town Hall Update: Heat has not been working for the past few weeks but is now fixed.
 - f. Rec Center Update: The additional final design bidding documents were approved by the selectboard. Will go out for a warrant article in 2026. We will bid out in the spring to get pricing figured out for the project.
 - g. Budget Update: The budgets are getting finalized but it has not been wrapped up yet.

- h. Community building Update: No update at this time. Some items will need to be addressed in 2025 to keep the building operational, but the plan for the next steps has not been defined yet.
 - i. Energy conservation committee update: Solar panels are moving forward but waiting on commitments from the state on some items before they move forward.
 - j. Other:
- 6. Next meeting date and location
 - a. 02/ 18 /2025 at 6 pm Location, Municipal building.
- 7. Adjourn
 - a. Motion to adjourn by David seconded by Glenn Douglas. Unanimously approved. The meeting was adjourned at 7:07 pm.