

Town of Bow

Buildings & Facilities Advisory Committee Meeting

DRAFT

July 15, 2025

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

1. Call to order.
 - a. Chair David Cook called the meeting to order at 6:08 pm.
2. Public Comment
3. Acceptance of the minutes
 - a. Motion to move the minutes from June 17th and May 20th by David Cook, second by Thomas Betteridge, unanimous approval.
4. New business
 - a. Review of Geotechnical Borings Report for Municipal Building.
 - i. Based on the Geotechnical Borings Report from Aries Engineering it does not appear there is ledge under the parking lot. Excavation can be done to modify the parking lots if needed.
 - ii. The parking lot project originally involved paving and some drainage work, the project has grown since the original inception of the project.
 - iii. The overall use of the building needs should be understood, and direction is needed from the selectboard on how much scope needs to be addressed during this project.
 1. Drainage is currently an issue.
 2. Front steps need replacement.
 3. The south entrance needs modifications for ADA compatibility.
 4. Parking lot needs to be repaved.
 5. Parking lot slopes could be addressed as a part of the project.
 - iv. The Building and Facilities committee proposes a workshop with the selectboard and this committee to further discuss this topic.
 - b. Community Center
 - i. ADA Door Actuator
 1. Automatic actuator for the front door is \$2,700 plus some electrical items which will be extra. The selectboard supports the installation.
 - ii. Boiler repair/replacement
 1. The committee in the past recommended installing a new boiler and heating only the usable parts of the building. The boiler was not installed, and the existing boiler will need to be repaired to make it operational for the season. The

existing heating system has operational issues. The current plan is to fix the existing boiler for this year and then determine another option for next year.

- c. Recreation Center Design. The design should be done this week for the addition. The addition project will be put out to bid to better understand the price of the project to help determine the next steps for the project.
 - d. Lighting Audit. Chris was able to obtain a free lighting audit to better understand the options for the municipal building and the library. This latest audit resulted in a renovation project with a lower cost than last year and it had better incentives. The plan is to stay with the straight bulb option, but Chris will be able to submit to Unitil to offset some of the cost for the project.
 - e. Library. Chris did a building walk through with Caitlin and Bob and he observed some concerns with the sprinkler system. A proposal to investigate the fire cistern tank and determine what is causing the low tank level.
 - i. The HVAC system still needs to be replaced. The access to the attic is problematic and the equipment cannot be installed in the attic due to the access.
5. Old business: Not updated during this meeting.
- a. Safety Center Update: Contracts have been signed for code improvements/updates.
 - b. Municipal Building : None
 - c. Hanson Park Update:
 - d. DPW Update: Ductless heat pumps will be installed on the 18th. Ventilation system is progressing.
 - e. Old Town Hall Update: None
 - f. Rec Center Update:
 - g. Budget Update: None
 - h. Community building Update:
 - i. Energy conservation committee update: None
 - j. Other:
6. Next meeting date and location
- a. 09/ 16 /2025 at 6 pm Location, Municipal building.
7. Adjourn
- a. Motion to adjourn by Angela Brennon seconded by Thomas Betteridge. Unanimously approved. The meeting was adjourned at 7:14 pm.