

Town of Bow

Buildings & Facilities Advisory Committee Meeting

DRAFT

October 21, 2025

Present: David Cook (Chair), Chris Andrews (Building and Facilities Manager), Thomas Betteridge (Vice Chair & Secretary), Angela Brennan (Selectboard Rep), Daniel Thomas, Glenn Dugas, and Kaitlin Camidge (Library Director).

1. Call to order.
 - a. Chair David Cook called the meeting to order at 6:05 pm.
2. Public Comment
 - a. Discussion about the Bow Bog Meeting House. The discussions were around the uses for the building and town ownership. Discussion was tabled as it is a selectboard matter.
3. Acceptance of the minutes
 - a. Motion of the July 15th meeting minutes by Angela Brennen, second by Glenn Dugas. 4 approvals, none against. Passes
4. New business-
 - a. CIP Update: Community group looking at a design build approach for the community building. Currently the community building will be used with the reduced capacity and with the adjustments that were recommended by this committee to remain compliant with the fire marshal's requests. The community building boiler has been fixed and the heat has been repaired to maintain the building in operation.
 - b. Bow Library update and discussion:
 - i. HVAC system is a topic of discussion. The system replacement was passed last march during town vote, but some issues were identified during the final qualification process. Access to the indoor air handling units was not adequate and became an issue for the unit replacement.
 - ii. In the spring when Kaitlin Camidge took over as Library Director, the building had two boilers, but only 1 was working. 3 out of 4 air handlers were down. Kaitlin was able to get most of it fixed, but now she is trying to develop a plan for what the actual issues are and a timeline to address. Thus far building systems have been replaced without a system approach. The building is currently functioning, so the issues are not as critical path as they were in the beginning of the year. The condensers froze up 3 times this year and required service calls. Eliot controls is the controls vendor and Kaitlin has been working on figuring out the control system over the past year. Multiple people have been consulted to determine some timeline for the equipment replacement. The question is how to put the equipment replacement into the CIP program. What is currently in the CIP budget is the \$84,000 from last meeting, CIP put in some money for this year. One

option is to issue an RFP for engineering consultants to evaluate the HVAC replacement and Boiler replacement for the building to then provide a RFQ to be bid upon to receive pricing for the replacement to be presented at the town vote in March.

- iii. The fire cistern is working adequately right now. Water level has remained stable. Further evaluation and investigation are occurring.
- iv. The building façade needs to be evaluated due to leakage. The building façade work is getting quoted for a fix and will probably be coming from the emergency fund.
- v. The committee discussed the library on their list of buildings in town to evaluate and provide guidance for CIP inclusion.

5. Old business:

- a. Safety Center Update: none
- b. Municipal Building Update: Quotes for gutters are being obtained.
- c. Hanson Park Update: none
- d. DPW Update: Ventilation system installation is about \$13,000 over budget due to the replacement of some components that were intended to be reused and some adjustments to the fan housings.
- e. Old Town Hall Update: None
- f. Rec Center Update: The RFP for the addition will be issued at the end of December to allow for a more accurate project cost to be presented for the March town vote.
- g. Budget Update: None
- h. Community building Update: None
- i. Energy conservation committee update: None
- j. Other: Bow Bog Meeting House: Chris obtained a second opinion for the roof who did not see any issues with the installation. There are some plugged holes that will need to be re-evaluated next spring. The structure does not appear to have any new movement. The award of the LCHIP grant is not known. Painting of the building is not in the town budget, but there will be a separate warrant article to paint and fix the clapboards presented at the March town vote.

6. Next meeting date and location

- a. 11/ 18 /2025 at 6 pm Location, Municipal building.

7. Adjourn

- a. Motion to adjourn by Thomas Betteridge seconded by Daniel Thomas. Unanimously approved. The meeting was adjourned at 7:45 pm.