

**Buildings & Facilities Advisory Committee Meeting**  
**Approved February 2, 2021 Meeting Minutes**

The Buildings and Facilities Advisory Committee was held in Meeting Room C, with public access via Zoom Meeting Software, in accordance with the Governor's Emergency Order.

Chris Andrews, Building and Facilities Manager called the meeting to order at 6:00 pm.

Present: Chris Andrews, Thomas Betteridge, David Cook, Glenn Dugas, Selectman's Rep. Bruce Marshall and Selectman's Rep. Alternate Colleen Hunter

**Officers Discussion**

The advisory committee discussed the obligations of holding a public meeting that required someone to take the minutes, as well as, nominating a Chair and Vice-Chair.

Colleen Hunter made the motion for David Cook to serve as Chair of the committee which was seconded by Glen Dugas. The motion was followed by a unanimous vote in the affirmative. Glenn Dugas made the motion for Thomas Betteridge to serve as Vice-Chair with a second from David Cook. The motion passed with a unanimous vote.

**Salt Shed RFP**

Chris Andrews asked the committee for assistance with the Salt Shed RFP. He gave the committee the history of how the salt shed has evolved. Town Manager David Stack in his travels saw a salt shed in Sutton NH, similar in size and design to what Bow was looking to do.

Chris and DPW Director Tim Sweeney went to look at the structure. Dubois & King the Town engineers had been working on the original project and it was suggested that Chris work with the engineers take the original drawings and peel away what the Town does not need.

Chris is hoping to get the RFP out before the end of this month and have the successful bidders by the end of March.

**Facilities Management**

Record Keeping of facility project. Chris explained that he had been trying to consolidate the files for the separate buildings into one database. He expressed his desire to utilize a single program for property management. Bruce Marshall has been doing some research to find something for the Town to try.

Chris updated the committee on the groundskeeper's cold storage building which is planned for Hanson Park.

Chris update the committee on correspondence the Town has started with the Bow Athletic Club (BAC). In the next few weeks, it is hoped that Darcy Little; Parks and Recreation Director, Tim Sweeney; Public Works Director, Tyler Aborn; Groundskeeper and Chris would meet with the BAC and discuss the expectations for building and field maintenance. The current agreement between the Town and the BAC expired in the Spring of 2020.

There was a motion by Bruce Marshall to adjourn the meeting at 6:58pm. It was seconded by Glenn and passed unanimously by the committee.

The next meeting is February 16, 2021.