

Bow Recreational Needs Committee:

An initial meeting was held June 2, 2014 at the Bow Municipal Building. The meeting began at 8 pm. In attendance were the following individuals:

Jack Crisp (Chairman)

Chris Leonard

Dave Krause

Cindy Rose (non-committee member)

Brian Gott

Bryce Larrabee

Jill Desrochers

Megan Rheinhardt

Michelle Fortin

Deb Alfano

Donna Morrison

Bret Pfeifle.

Jack Crisp called the meeting to order. Subsequently, Jack discussed the mission and scope of the committee. Subsequently, the individuals in the room introduced themselves.

After introductions, Cindy Rose led a discussion as to the events and activities at the Community Center and made suggestions on what she would like to see in a new community center, including suggesting that the community center in Meredith, NH is the best one that she has seen.

Next, discussions were had as to how to potentially fund a new community center and possible other expensive recreational improvements. The focus of the discussion was on the Town Meeting in the Spring 2015, as well as the relationship between the School and Town funding.

Next, the committee discussed whether a "Town Hall" style meeting should be held the week of June 11th. A healthy discussion was had in which the majority of the members were uncomfortable with having a meeting at this time, since the committee does not have a plan of action, course of conduct that they are expecting to pursue. A minority of committee members were of the mindset that it is better to get in front of as many people as possible at the beginning of this process – explain what the

committee scope/mission are and seek input from the attendees of the meeting for how best to shape the direction the committee goes forward. Given the lack of unity by the committee members, it was decided that a Town Hall – type meeting should not be had prior to September-October 2014.

Next the committee discussed the need to form subcommittees with a focus on fields, community center, communications and funding.

Finally, it was decided that the committee would tentatively meet every other week for the indefinite future.

The meeting adjourned at approximately 9:45 pm.

Bryce Larrabee

Secretary.

Meeting Minutes

June 23, 2014 Meeting

Bow Selectmen Recreational Needs Committee

Attendees: Jack Crisp, Cindy Rose (non-member), Chris Leonard, Bret Pfeifle, Jill Desrochers, Brian Gott, Deb Alfano, Jim Kaufman, Bryce Larrabee and Donna Morrison

Absent: Megan Rheinhardt, David Krause, Michelle Fortin.

1. Call to Order: 8:03 pm
2. Approval of June 2, 2014 meeting minutes. Minutes approved – unopposed.
3. Website. Sherry Crisp attended the meeting as she was involved in the formation of the committee's website. Sherry walked the committee through the functionality of the website; identifying for the committee that the website allows for 1) registration, 2) FAQs, 3) information, and 4) a number of other robust actions. We agree to create a subcommittee to run the website, which will be headed by Bret Pfeifle (who will also serve as the website administrator).
4. Meeting locations, times and schedule. It was briefly discussed that the meetings will not always be at the Municipal Building, but ½ of the meetings will be at the Community Center. We agree to meet at 7 pm indefinitely.
5. Field inventory. Jack Crisp, Cindy Rose (non-member) and Jim Kaufman agreed to do an inventory of all current fields within Bow. They have committed to finalizing the inventory before our next meeting on July 7th.
6. Old Business
 - a. Mission and scope. The Committee reviewed the mission and scope and discussed how best to communicate with the Bow community. In the process of discussing the mission and scope Chairman Crisp distributed a copy of the Selectmen's 5/13/14 minutes. The committee reviewed the Selectmen's meeting minutes to confirm that all understood the mission and scope of the committee. Chairman Crisp mentioned reaching out to the Concord Monitor at some point in time for additional publicity. Chairman Crisp asked the members whether it still was not clear what the mission and scope of the committee is and whether there were any remaining questions. In response, there were no questions, no discussion and the committee moved on.

b. Establish subcommittees and designate subcommittee chairs. The committee discussed the formation of subcommittees. The committee agreed on who would chair each subcommittee, but did not thoroughly discuss who would be on each subcommittee. However, it was discussed and agreed that all members of the committee can participate on any subcommittee, even if they are not an official part of that subcommittee. The subcommittees that were discussed and agreed upon were:

i. Survey and website subcommittee. Bret Pfeifle will chair this subcommittee. Bret Pfeifle will send to committee members his suggested survey questions and in advance of the next meeting on July 7th with the expectation that they will be discussed and approved at the July 7th meeting.

ii. Fields and gym usage subcommittee. Chris Leonard and Bret Pfeifle will chair this subcommittee. A rather lengthy discussion was had related to who should be on this subcommittee, including the fact that members of this subcommittee must expect to do a heightened degree of work and effort to move this project forward. It was also agreed that members of this subcommittee will include Jim Kaufman, Brian Gott, Dave Krause and Megan Rheinhardt. However, the entire membership of this subcommittee, nor any subcommittee, was not established at the June 23rd meeting.

iii. Community center subcommittee – Bryce Larrabee will chair this subcommittee. Bryce Larrabee will work closely with those folks and organizations that use the community center the most. Cindy Rose will provide before July 7th a list of the organizations that use the community center frequently, including an estimate of members and usage.

iv. Communication subcommittee – Jill Desrochers will chair this subcommittee and Bryce Larrabee has agreed to be on the subcommittee. A discussion was held that each of the committee (not subcommittee) members will essentially adopt an organization from town and meet with that organization this summer in whatever means the committee member sees fit to get across our committee's mission, scope and seek input from that organizations membership. The Heritage Club was frequently used as an example of an organization that one of the committee members would essentially keep informed (and seek input from) as to what our committee was doing. The expectation is that at the July 7th meeting we would agree to assign the various town organizations and groups to specific committee members and that the assigned committee member would then go forward with contacting that organization and keeping them information as to what our committee was doing.

Jill Desrochers committed to creating a flyer to be distributed by committee members when they meet with other organizations around town. Jill professed she enjoys doing things like this. Jill will distribute a draft of the flier in advance of our July 7th meeting (and a discussion related to the flyer will be held on July 7th).

c. Town hall meeting subcommittee. It was decided that a subcommittee for a town hall meeting was not necessary at this time. The committee also agreed that it is too early to establish dates and goals for a town hall style meeting.

d. Rotary Club meeting. Jack Crisp and Jill Desrochers will meet with Rotary at an upcoming meeting and discuss our committee (including its mission and scope).

5. New Business. Jack Crisp mentioned the following future activities, speakers and meetings for the committee to consider:

a. Possible presentation by John House-Meyer of the proposed Bow School Master Plan. Deb Alfano will ask him to attend on July 21st. John has prepared a detailed report about how to best improve the high school "premier" field along with other fields. He has architectural designed plans for the high school and memorial school fields.

b. Possible Meeting with Director of Public Works Department and Grounds Keeper regarding field maintenance issues (Tim Sweeney & Dan Freeman). The group agreed that we will have these folks come and present at some point in time to our committee about all the field and maintenance issues.

d. Executive Councilor Chris Pappas and is knowledgeable regarding water source issues and irrigation for our fields. He is willing to assist our committee, as necessary. The committee agreed that he sounds like a wonderful resource, is willing to help and so the field and gym usage subcommittee will certainly approach him and discuss with him how he can help us in this project.

d. Allenstown Boys and Girls Club. Jack Crisp distributed a newspaper article about the \$1.2 million renovation to the Boys and Girls Clubs of Concord, Allenstown location, and noted that the article discussed the fact that most, if not all of the funding for the club was through various grants. It was agreed by the committee that at some point in time the committee will need thoroughly explore grants.

e. Outdoor basketball court. The committee also briefly discussed the new outdoor basketball court at The Boys and Girls Club of Concord. It was discussed that it would not be particularly expensive to put in a similar facility in Bow and that the outdoor courts at the high school are in disrepair.

6. Adjournment. The committee adjourned at 9:43 pm.

Meeting Minutes

July 7, 2014 Meeting

Bow Selectmen Recreational Needs Committee

Attendees: Jack Crisp, Brian Gott, Jim Kaufman, Chris Leonard, Bret Pfeifel, Jill Desrochers, Bryce Larrabee, Donna Morrison

Absent: Dave Krause, Deb Alfano, Megan Rheinhardt, Michelle Fortin,

1. **Call to Order**. The meeting was called to order at 7:02 pm
 2. **Meeting Minutes**. The committee approved the June 23, 2014 meeting minutes.
 3. **Old Business**
 - a. **Town & School Recreation Inventory**. Jack Crisp, Jim Kaufman and non-committee member Cindy Rose put together a list of all fields, facilities, annual community center users and various Bow Parks and Recreational Instructors.
 - b. **Updates from Subcommittees**
 - i. **Website & Survey** – Subcommittee chairman Bret Pfeifel discussed the website, including how it will be linked to the Bow Town Website and Mr. Pfeifel discussed the functionality of the website. Mr. Pfeifel also talked about the draft survey he has put together and that he received information from a number of committee members. Mr. Pfeifel will meet with Dave Krause to try and finalize the questions and recirculate prior to the meeting on July 21st. Next, the committee went through Mr. Pfeifel's draft survey – question by question, discussing each question. The expectation is that no later than July 21st the survey questions will be revised and approved by the committee.
 - ii. **Fields & Gym Usage** – Subcommittee co-chairman Chris Leonard reported that he got together with subcommittee members Megan Rheinhardt, Brian Gott and co-chairman Bret Pfeifel. Together they put together a list of all the fields that each sport needed (e.g. football needed X number of fields for X months). Mr. Leonard promised to circulate the list that they prepared to the other committee members prior to the meeting on July 21st.
- In addition to Mr. Leonard's comments the committee members also discussed whether there was an opportunity to improve recreational facilities that are not just devoted to athletics, but to other organizations, such as girl scouts. Included in the aforementioned discussion was the possibility of improving the elementary and middle school cafeterias and specifically whether to consider improving those floors and facilities to allow for other clubs to utilize better (including basketball teams).

Moreover, it was also mentioned that the most recently built field in town was one of the fields at Hansen Park, and that was speculated to be at least 20 years ago, despite a population increase in town of from 2,300 to over 7,000.

Finally, it was discussed that it would be useful to add to the website photos of the conditions at Bow fields as compared to the conditions of fields in other communities.

iii. **Community Center.** Subcommittee Chairman Larrabee mentioned that he, along with committee member Bret Pfeifel met with Cindy Rose and discussed a variety of issues related to the community center, including discussions related to organizations that use the facilities regularly and getting those folks involved, as well as other facilities in the area that have community centers that the subcommittee could look at and possibly emulate.

iv. **Communications.** Subcommittee Chairman Jill Desrochers discussed the fact that she and Mr. Larrabee have reviewed the existing policies of the school and town as to how to rent/use any of their specific facilities. The tentative plan is to move forward with discussions with both organizations as to how to make the process easier and communication better between citizens, the school and the town.

c. **Rotary Club meeting.** Committee Chairman Jack Crisp and Jill Desrochers will meet with the Rotary Club at 7 am on July 25th. They plan to tell the Club about the Recreational Needs Committee's scope, mission and seek feedback on such.

d. **Meeting with John House-Meyer.** High School Principal John House-Meyer will be at our next meeting, July 21st to discuss his Master Plan related to a new turf field and accompanying facilities at the high school.

5. **New Business** – It was discussed that there was a possibility that Art Cunningham, Chairman of the Bow Planning Board, will come in and discuss with the Committee anything he knows related to planning and the town, and our Committee will discuss with Mr. Cunningham what the Recreational Needs Committee is attempting to do, focusing the discussion on fields and facilities.

a. **Other organizations/group in Bow.** A list was circulated that included a number of clubs and organizations in Bow. It was agreed that Mr. Larrabee would circulate the list for the committee members to review, and sign up to assist with keeping that organization informed. For example and only for example purposes, should Mr. Gott sign up to work with the Bow Bridge Club, he would contact them, discuss with them as he saw fit our mission, scope and seek feedback from them, as well as direct them to our website and suggest they complete the survey attached therein. He would also mention opportunities to get more involved, including considering joining a subcommittee.

b. **Subcommittees.** It was also discussed that each subcommittee could be made up of Bow residents and it is up to each subcommittee chairperson, or the subcommittee members, to determine who can be on the subcommittee. The subcommittee's would do whatever work was necessary to advance the cause and purpose of that subcommittee, and the committee as a whole, and report back to the committee, who will, turn take the necessary actions based, in part, on recommendations from the various subcommittees.

6. **Adjournment:** The meeting adjourned at 8:47 pm.

7/7/14

List of possible recreational needs/facilities to consider by the committee:

1. Fields

- a. New fields
 - i. Where
 - ii. How many
 - iii. What uses
- b. Drainage
- c. Irrigation
- d. Turf field
- e. Lawn mowing
 - i. How often
 - ii. By whom
- f. Law bagging
- g. Lighting of the fields
- h. Lining the fields
- i. Fences
- j. Seating
- k. Dugouts
- l. Concession Stands
- m. Restrooms
- n. Public Address Systems
- o. Parking
- p. Bubbler/Water Fountain
- q. Trash bins
- r. Playgrounds at fields (current or new)

2. Gyms:

- a. New gym
- b. Bleachers
- c. Scoreboards
- d. Locker rooms
- e. Access (separate entrance to gym)
- f. Divider between courts
- g. Bubbler/water fountains
- h. Concession stands
- i. Public Address Systems (P.A.)
- j. Improvements to allow more usage

3. Community Center

- a. New Center
 - i. Where

- ii. What to include in it (gym, stage, meeting rooms, kitchen)

4. Other:

- a. Walking trails around town
 - i. Dirt
 - ii. Paved
 - iii. Create new/ improve old
- b. Ice skating rink
 - i. Fix current light
 - ii. Add another light
 - iii. Zamboni/flooding/improve surface
 - iv. Warming hut
 - v. Plow larger area
- c. Sledding hill
 - i. Improve
 - ii. Relocate (if so, where)
 - iii. Lighting
- d. Tennis Courts
 - i. Confirm we have enough
 - ii. Consider lighting for nights
 - iii. Other uses of courts (beyond just tennis)
- e. Outdoor basketball court(s)
 - i. Improve BHS current outdoor courts
 - ii. New surface
 - iii. New hoops
 - iv. Fence around the court
 - v. Lights
- f. Swimming Pool
 - i. Indoor
 - ii. Outdoor
 - iii. Where
- g. Turkey Pond/Bow Pond
 - i. Improve for boating (docks, ramp, provide paddle boats)
 - ii. Improve for swimming (make a swimmable beach)

Meeting Minutes

July 21, 2014 Meeting

Bow Selectmen Recreational Needs Committee

Attendees: Jack Crisp, Brian Gott, Jim Kaufman, Bret Pfeifle, Donna Morrison, Cindy Ross, Michelle Fortin, Harry Judd, John-House Myers

Absent: Dave Krause, Deb Alfano, Megan Rheinhardt, Bryce Larrabee, Jill Desrochers, Chris Leonard

1. **Call to Order.** The meeting was called to order at 7:05 pm
2. **Meeting Minutes.** The committee approved the July 7, 2014 meeting minutes.
3. **Presentations:**
 - a. Harry Judd presented to the committee the history of potential land that could be used to build fields. Best option would be to expand current fields on Albin Road, as the other locations have many more hurdles to overcome.
 - b. John House-Meyer gave a presentation of the long range Plan of what could be done at the School fields including Turf field, lights seating.
4. **Old Business**
 - a. **Updates from Subcommittees**
 - i. Website & Survey – Subcommittee chairman Bret Pfeifle discussed the Survey and the functionality of the website, including the need to sign-up on the site in order to take the survey. Mr. Pfeifle also discussed the need to have a link to the committee website from the town site and facebook page. The group talked about need to start FAQs, Subcommittees, and pictures of the field to the website. Mr. Pfeifle provided the committee a draft of the survey for the website. The committee provided feedback one the questions and Brett will send out the updated survey via email to review.
 - ii. Fields & Gym Usage – No Update, Subcommittee what not able to meet
 - iii. Community Center. Jack Crisp gave update for Subcommittee chairman Bryce Larrabee. Mr. Larrabee contacted the following individuals to see if they would be interested in joining the subcommittee.

Michele Vecchion – teaches at the fitness center

Laura Beaudette - Directs youth soccer, floor hockey, t-ball, Lacrosse, along with teaching in our celebrating children pre-school

Cindy Greenwood-Young – Pre-School Director

Anne-Marie Guertin – The program coordinator

Karen Krause – Dance Instructor

Anne-Marie responded and said she would like to join the committee. Mr. Larrabee will also contact Candy Ricard and a member of the Men's club to be on the committee.

Committee discussed tax credit funds as options to pay for some of the community center.

Discussed that the CIP committee is looking to purchase a replacement tanker truck, and would the town be able to use the old tanker to help water the fields.

iv. Communications – No Update

c. **Rotary Club meeting.** Committee Chairman Jack Crisp and Jill Desrochers will meet with the Rotary Club at 7 am on July 25th. They plan to tell the Club about the Recreational Needs Committee's scope, mission and seek feedback on such.

5. New Business

a. **Subcommittees.** It was also discussed that each subcommittee needs to take a more active approach between the bi-weekly meeting as each sub-committee needs to get more traction on each topic.

6. **Adjournment:** The meeting adjourned at 9:05 pm

Meeting Minutes:

BOW RECREATIONAL NEEDS COMMITTEE

AUGUST 4, 2014 at 7:00 p.m.

Municipal Building, Room B

Attendees: Jack Crisp, Michelle Fortin, Brian Gott, Bret Pfeifel, Dave Krause, Jim Kaufman, Donna Morrison

Absent: Jill Desrochers, Megan Rheinhardt, Deb Alfano, Chris Leonard

1. The meeting was called to order at 7:05 pm by Jack Crisp.
2. The first order of business was the approval of the July 21, 2014 meeting minutes, which were, in fact, approved unanimously.
3. Next, Dan Freeman, head of the town's outdoor recreational facilities, aka greens keeper, made a presentation to the committee regarding field usage. Dan noted the complete disrepair of the current fields and the fact that they have been unkept for several years. Dan noted the numerous technical steps he is taking to revive the fields. One of the main things Dan is doing is correcting the drainage issues at the various fields, which basically is a matter of adding sand to the playing surfaces. This is a relatively inexpensive process. Dan also mentioned a number of other things he is doing. Dan believed that within several years he hopes that these simple steps will get the fields up to at least being adequate. The committee discussed with Dan what he thinks it would take to improve the current fields and he noted that water is the key to everything. He advised that in general, to properly water a field will require irrigation, which will require a well and other efforts. In general, if a field has no water, it would cost between \$20,000 to \$40,000 per field to get it the necessary irrigation (including well, pipes, sprinkler heads, wiring, etc.). It was Dan's belief that it would take \$250,000 - \$500,000 investment to get the town fields (not the school fields) to reach the level that he would be completely satisfied with, including the fact that none of his equipment needed for the fields is located at the fields. Dan agreed to provide the committee with a list of the town's needs and wants/desires. Dan also noted that he is with the town, but has worked closely with the school greens keeper and that they have a good working relationship. Finally, Dan stated that he would be comfortable as the person that has the responsibility of declaring when a field is ready for use or not, which most commonly comes up in the spring.
4. The following brief updates from the subcommittees were as follows:
 - a. Website & Survey – Bret Pfeifel advised that the survey is done and that it will be posted on the website in the very near future. He mentioned that to take the survey – on line,

will require a person to register, however that persons individual survey results will be anonymous, i.e. no one will be able to look at the survey and see what, for example, John Doe specifically put on his survey. Mr. Pfeifel mentioned, and all agreed, that a paper survey needs to be available for those without computers. It was agreed that paper surveys would be placed at the library and community center, and possibly given to various organizations (e.g. Young at Heart). It was also discussed that instead of giving a name on the paper survey, if folks would sign with their address it would assist the committee with keeping the survey takers to Bow residents. It was also discussed how long to keep the survey open. While no definitive date was given for when to close the survey, the committee appeared to view October 1, 2014 or thereabouts as an appropriate time to close the survey. Finally, Mr. Pfeifel suggested that committee members attend the various school open houses and direct parents to the survey – all agreed that it was a good idea. Mr. Pfeifel also said that the FAQ section of the website needs further refinement.

b. Fields & Gym Usage – Bret Pfeifel. Mr. Pfeifel mentioned that the subcommittee has met and attempted to identify how much use each organization had and needs at the various fields. Otherwise, the subcommittee had been relatively quiet since the last meeting. It should be noted that Michelle Fortin has also joined the Fields subcommittee.

c. Community Center – Bryce Larrabee. Mr. Larrabee noted that the subcommittee had its first meeting today and that it went well. He noted that attending was himself, Mr. Pfeifel, Ms. Guertin, Ms. Rose (non-member), Ms. Beaudette and Ms. Ricard. Mr. Larrabee reported that the group discussed big picture issues, timetables for moving forward and getting folks to review and take the survey. It is expected that a member of Bow Men's Club will also be joining the subcommittee.

d. Communications – Jill Desrochers. In Ms. Desrochers absence, Mr. Larrabee noted that the subcommittee had not met in the past two weeks but that the focus of the committee was threefold a) better communication between town and school, b) better communication between town, school and citizens, and c) communication between the committee and the various organizations in town as to what it is the committee is doing. Unrelated, Mr. Crisp noted that on July 25th he and Ms. Desrochers met with the Rotary Club and discussed the committee. Mr. Crisp was of the opinion that the meeting went well and that the Rotary members were interested in what the committee was doing.

5. New Business

a. Update on funds assessed or donated for use of Town fields and CIP funds. A discussion was held in which it was stated that to use town fields required a fee of approximately \$5/player/season. It was unknown whether the fee was higher for out of town players using town fields. It was also discussed that Hansen Park was built with federal grant funds which specifically require that such field be open to anyone, i.e. not just the residents of Bow. The

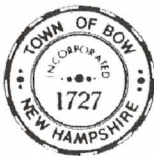
Capital Improvement Plan ("CIP") was also discussed. Despite line items appearing in the 2014 Annual Report for Community Center - \$4,000,000 and Ballpark - \$1,000,000, Mr. Crisp explained that those figures are placeholders for the funds that would be expected to be in the CIP. Thus, those specific funds for those two specific plans are not set aside and do not presently exist. The current funds the town has related to fields is approximately \$20,000. Mr. Crisp suggested, and the committee agreed, that a representative of the CIP Committee meet with our committee and further discuss how the CIP works.

b. Bow Business Development Commission ("BDC"). The committee has been asked to attend a BDC meeting on August 6th to discuss what it is our committee is doing. Mr. Crisp and Mr. Larrabee will attend the meeting on the 6th and report back to the committee.

c. Senior Project – Community Swimming Pool. Audrey Reed, a Bow rising senior intends to have her senior project focus on the prospect of building a community swimming pool. Ms. Reed will be at our next meeting to discuss what she has done and her plans with an expectation that maybe our committee can be of some assistance to her and her project.

d. Funding of any proposed improvements or additions. A discussion was had as to how best to fund any projects that our committee recommends. The committee discussed various fundraising efforts including the BAC basketball tournament, a wrestling tournament, the track and whether it could hold state meets, etc. It was generally determined that events such as these could potentially raise anywhere from \$1,000 to \$15,000 each, but that each required a significant amount of time and effort by volunteers. Ms. Morrison mentioned that it is her understanding in Falmouth, Maine, one of the ways they raise funds is to require each participant's family pay \$50.000 to the organization which the organization will keep if that family member/parent does not volunteer to assist in fundraising or other voluntary activities. It is Ms. Morrison's understanding that they make a significant amount of money with this fee. Mr. Larrabee suggested what the committee considered a novel idea in which various companies would pay a per person donation to the town/school/committee/project based on the number of folks that sign up. The example Mr. Larrabee used was a septic service. He asked, what if a septic company was approached and the company said that for every household the committee got to sign up, the company would donate \$50 to the project. Most people do not really care who pumps their septic tank so presumably a number of families would sign up, the septic company would benefit because that same costumer would then presumably use them for life (thereby making a project). If 200 families signed up it would be, using this example, \$10,000. The committee agreed that this concept could be expanded to almost all types of business including car dealers, restaurants, and even national companies. It was agreed that a new subcommittee should be formed to focus on funding issues.

6. Adjournment. The meeting was adjourned at 8:53 pm.



TOWN OF BOW

Recreational Needs Committee

Minutes
September 23, 2015

The Town of Bow Recreational Needs Committee met on Wednesday, September 23, 2015 at the Bow Municipal Building, 10 Grandview Road, in Meeting Room B.

I. CALL TO ORDER

Chair Jack Crisp called the meeting to order at 6:09pm. Members present were Chair Jack Crisp, Deb Alfano, Donna Morrison and Cindy Rose. Also present was Town Manager David Stack.

II. APPROVAL OF MEETING MINUTES (none)

III. PRESENTATIONS

Chair Jack Crisp opened the meeting and asked Town Manager David Stack to present a review the existing reports & studies that have been done in reference to the Fire Station/Community Building.

Mr. Stack explained that in 2005 Full Time Fire Coverage was implemented. By doing so a host of code, life safety & functionality issues were discovered with the existing building. Waivers were issued by the State Fire Marshal in December of 2006 to operate with the end goal of a new building or to bring existing building up to code by August 2007. Since that time four studies and multiple committees have been formed to address the problems. Mr. Stack went through the timeline and discussed each report & study which included the Cobb Hill 2006 Report, Sheer McCrystal Palson Architecture 2007 Report, HL Turner 2011 Report, Yeaton Associates 2013 Report, as well as, the Fire Marshall's November 2011 & September 2014 Reports. The latest State Fire Marshal's Compliance Order states the need to take action and achieve total compliance on or before September 2016 or the remedy may extend to facility closure.

Mr. Crisp quoted a line from the Sheer McCrystal Palson Architecture Report.

Focusing on the Fire Station/Community Building, SMP found that "*... this facility is a virtual museum of ill-advised building practices. These conditions are difficult to correct, but can only continue to be ignored at the Town's peril.*"

Discussion took place and the Warrant Article 5 from the 2015 Town Meeting was reviewed. The Town of Bow passed Warrant Article 5 to appropriate the sum of \$25,000 for the purpose of hiring architectural, engineering &/or consulting firms to develop the cost options to renovate the existing Fire Station/Community Building for continued use or to construct a new community building.

IV. OLD BUSINESS

- a. None
- b. Other (none)

V. NEW BUSINESS

Chair Crisp lead the discussion on the role of the Committee. What do we do for the Community Building and Recreation Programs, if the Fire Station moves to a new facility? In order for the Parks & Recreation to continue operating, what are the short term needs? These issues include cost of repairs, length of time to complete, how long will it last, fire & life safety issues and demolition costs. If needed, by taking action & showing progress, can we apply for a variance from the State Fire Marshal?

The Warrant Article 5 clearly states three possible options:

If the Public Safety Complex does not pass, renovate Fire Station/Community Building.
If the Public Safety Complex passes, renovate the current building for Parks & Recreation.
A new Community Center is a long term consideration.

Mr. Stack shared information on the development an RFP. The Request for Proposals (RFP) is to select Consultant(s) that will help answer questions and develop a plan to present to the voters at the next Town Meeting. To be included: the consultant's qualifications & experience, the scope of work & costs estimates to complete the three possible options & a full report deadline. Access to past reports will be made available to all consultants.

Chair Crisp spoke of the Board of Selectmen's vote last night to hire ADA expert, Cheryl Killam, She will be assessing ADA issues at the Police Station. With the need to address ADA issues at the Fire Station /Community Building, he would like the committee to also hire also Ms. Killam to complete an ADA assessment of the Fire Station/Community Building at the same time. This assessment report would identify ADA issues and could also consider overall costs to bring the building into compliance for continued use. Her fees would be taken from the \$25,000 appropriated in 2015 Warrant Article 5.

*A **MOTION** was made by Cindy Rose, and seconded by Deb Alfano, to hire Cheryl Killam for an ADA assessment of the Fire Station/Community Building. **MOTION** passed unanimously.*

The Committee focus turned to the mixed use of the Fire Station/Community Building. To get the existing building up to all applicable codes will depend on uses of building—Option One: Fire Station staying, Option Two: Community Building alone or Option Three: a New Facility for Community Center/Recreation. With the Committee being about Recreational Needs, some concerns were expressed about the Fire Station side of the building. Mr. Crisp assured everyone that the job at hand is not to redesign the Fire Station, but to address all code & life safety issues as the building sits today. The Consultant's job will be to work on bringing the existing building up to all applicable codes whether it is Fire Station/Community Building or Community Building alone. Access to the prior studies and reports will be given to the new Consultant.

While the Consultant works on Option One & Two, the Committee then can work on the Third Option, a New Facility. It will be necessary to develop a list of what we want to see in a new building - Kitchen, Gym, Stage, Offices, Classrooms, etc. Once a list has been developed, it would be given to the Consultant with a request to provide a potential rendering and cost estimates for a New Facility.

The Consultant will then bring together in one report what needs to be done and the costs to bring the existing building up to all applicable codes for Option One & Two, thereby satisfying the State Fire Marshal's Compliance Order by September 2016. This one report could also include a potential rendering & cost estimates for Option Three, a New Facility.

Donna Morrison asked about the status of the Public Safety Committee. Chair Crisp informed the Committee that they have an RFP in place, they already had a Bidding Conference, a Site Walk with the abutting neighbors present has taken place, and a Solar Presentation was recently made to the Board of Selectman. The Public Safety Committee is moving forward nicely. Now it is our turn.

Deb Alfano expressed concerned about the amount of time and work needed to complete the big task at hand. Chair Crisp is willing to welcome additional Committee Members and appreciates any suggestions. The Committee agreed it would like to see new members who may have a connection to our Recreation Programs or others who may have Code/Construction experience. Chair Crisp will draft a notice for new members to join the Committee, and Mrs. Rose offered to send it by email blast through the Recreation Department. Chair Crisp will welcome any suggestions for consideration of new members.

In regards to the RFP, Chair Crisp and Mr. Stack would be willing to meet Monday or Tuesday of next week to finalize the RFP.

*A **MOTION** was made by Cindy Rose, and seconded by Deb Alfano, to authorize Chair Crisp & Town Manager David Stack to finalize the RFP and get it out. **MOTION** passed unanimously.*

A brief discussion was had on the start time for each meeting, and the Committee agreed on the meetings to begin at 6pm.

Based upon the discussion here today, Chair Crisp will bring a written Outline the Goals for the Committee including a timeline to completion for the Committee to look at next meeting.

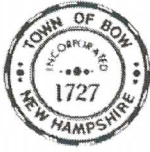
Minutes will be available before the next meeting and the Agenda and Minutes are posted on the Town's Website. There is a stand alone page created specifically for the Recreational Needs Committee. The next meeting is scheduled for Wednesday, October 7, 2015 at 6pm in Meeting Room B.

VI. ADJOURNMENT

*A **MOTION** was made by Deb Alfano, and seconded by Donna Morrison, to adjourn the meeting at 7:40pm. **MOTION** passed unanimously.*

Respectfully submitted,

Cindy Greenwood-Young,
Recording Secretary



TOWN OF BOW
Recreational Needs Committee
Minutes
October 07, 2015

The Town of Bow Recreational Needs Committee met on Wednesday, October 07, 2015 at the Bow Municipal Building, 10 Grandview Road, in Meeting Room B.

I. CALL TO ORDER

Chair Jack Crisp called the meeting to order at 6:02pm. Members present were Chair Jack Crisp, Selectman Eric Anderson, Deb Alfano, Cindy Rose, Bret Pfeifle, and Jim Kaufman. Also present was Town Manager David Stack.

II. APPROVAL OF MEETING MINUTES

A Motion was made by Deb Alfano, and seconded by Cindy Rose, to approve the minutes of September 23, 2015. Motion passed 5-0 with one abstention.

III. PRESENTATIONS (none)

IV. OLD BUSINESS

A. STATUS OF RFP

At the request of the committee, Town Manager David Stack & Chair Crisp worked on finalizing the RFP. Mr. Stack presented the final RFP with the group. The scope of work & tasks that are included are what was discussed at the last meeting. These have not changed. After Mr. Stack went over the RFP, Chair Crisp suggested that a change to the first paragraph from *"This project involves determining the programmatic needs of the Town's Parks and Recreation Department and other community users..."* to *"This project will involve developing options for the renovation of the current Community Building or constructing a New Facility addressing the programmatic needs of the Town's Parks and Recreation Department and other community users..."* Those changes were agreed upon and made.

Selectman Anderson addressed the verbiage used in the Warrant Article 5 from the 2015 Town Meeting that referred to the Fire Station side of the building. Chair Crisp had Cindy Rose reread the article and a discussion moved toward the intent of the article for recreation. Committee Members who were at the last meeting went into detail on the building's current use as the whole building, part of the building or new facility.

The deadline for receiving RFP's is November 12, 2015. A four-week process was laid out for the RFP process. The committee discussed and agreed to a set pre-submission meeting at which potential consultants could ask questions. Once we have responses, Cindy Rose, Bret Pfeifle, Eric Anderson along with Town Manager Dave Stack and Chair Crisp will review the RFP's and conduct interviews.

+DANNY BENSON

The selected Consultant will be here to help & guide the committee with the full possible development of the current building. This would include what is needed to become fully code compliant in order to be able to use the current structure and potential design costs. It would also include estimating the cost of a new facility. This could be done by developing a square foot cost and determining the potential size of a new building.

Bret Pfeifle spoke of last year's Recreational Needs Town Survey. The results are valuable to this process. They can give insight into what the Town would like to continue to have or add to the current building or new facility. Chair Crisp agreed that this survey will become important as we move toward designing the needs of the Community Building. Selectman Anderson requested to see the survey, and Mr. Pfeifle agreed to provide the survey to those who did not see it.

B. ADA EVALUATION

Chair Crisp has been in touch with the ADA Expert, Cheryl Killam. She is prepared to come in the next week or two to do her assessment of the Fire Station/Community Building. Ms. Killam has requested that the Town Code Officer, Bruce Buttrick, join her when she comes to assess the building. Mr. Stack will be in touch with her to schedule the assessment.

C. RECRUITMENT OF NEW COMMITTEE MEMBERS

Chair Crisp wanted to wait until the end of the meeting to discuss recruitment. Everyone agreed.

V. NEW BUSINESS

A. ESTABLISH A TIMELINE FOR COMPLETION OF GOALS

Chair Crisp moved the discussion to the goals of the committee and the completion of a timeline. The deadline for the completion of the Consultant's work is set for December 15, 2015.

Mr. Pfeifle asked if this committee's purpose was to address Warrant Article 5, or to also continue last year's committee work on the survey and fields. Although interested in the work accomplished last year, Chair Crisp felt the focus of the committee this year is to develop the cost options to renovate the existing Fire/Community Building for continued use and to estimate the possible cost of a new facility as set forth in Warrant Article 5. The current members asked for an update on the Fields and the Survey taken last year.

Mrs. Rose shared an update regarding the fields. With progress being made at the fields, the Field Committee has resumed activities having representatives from each of the Sports Teams. Mrs. Rose has put in the recreation budget to have a Hanson Park surveyed. At this point they are taking down fencing and working with the Town Engineer & DPW to expand the fields. This is all in house without asking for more money. No date was in the RFP. Irrigation was thought to start this coming Monday, but she is waiting for confirmation. Mrs. Rose is happy with the progress.

Mr. Crisp spoke of the Selectmen having their Budget ready for the end of December. We do have time to refine our work into the next year, but need something to share at this year's Town Meeting should the Public Safety Building be approved. Based upon our past discussion with

the Fire Marshal & when the Public Safety Building passes, Mr. Stack could ask for an extension of the September 2016 deadline. The Fire Marshal will need to see progress being made like a New Public Safety Building or funds appropriated for fire proof walls and alarm system.

We may still need an appropriation to take action to satisfy the Fire Marshal. It is important to move forward with numbers. The Town will want each options addressed. Chair Crisp feels the Selectman or Budget Committee can put forth a warrant article, if needed. The general feeling is the need for the Consultant to be hired by mid-December. While they are completing the requested tasks for this project, the committee can be working on what kinds of issues need to be addressed with the current building to use the space and what reasonable cost for a new facility.

B. SUB-COMMITTEES

The group would like to wait until new members are in place before establishing any sub-committees.

C. UPDATE ON PUBLIC SAFETY BUILDING

RFP's are now being accepted until October 23, 2015. A Sub-Committee will evaluate concepts and ideas. Then will bring them back to larger group. Also, they will request drawings to take to Town Meeting. Chair Crisp and ~~Selectman Anderson~~ shared that a recent site-walk was taken with the Neighbors of the area in attendance. A 100 foot buffer was brought up and minimal trees will be removed at the site. Neighbors were happy to be included in the site-walk & discussions.

D. OTHER

A. RECRUITMENT OF NEW MEMBERS

A call for new members needs to be put out to the public. Selectman Anderson would like a notice in the Bow Times and asked the Town Manager, Dave Stack to do so. Committee members are going to reach out to others this week with the hope of having names for the Select Board to approve before our next meeting. Mrs. Rose felt it was important to include community members who use the building. This diverse group would include Men's Club, Garden Club, Young-at-Heart, Boy & Girl Scouts and other Recreation Programs. It was also requested that the committee have E-Alerts added to the Website. Mr. Stack would get with the Nicole Gage to have this done.

B. VISITATIONS TO OTHER RECREATIONAL FACILITIES

Cindy Rose and Chair Crisp discussed the helpfulness of going to see other facilities. They explained some members of the committee had viewed various facilities last year. Mrs. Rose will be going this week to a new community facility at a church in Gilford. So far the following sites have been identified as possible visitation Keene, Meredith, Gilford, Claremont, the Boys & Girls Club in Concord and possibly Hopkinton and Bradford. As dates to visit become available, you may want to join the group. Jim Kaufman spoke that a new building makes a lot of sense for the needs of the community.

VI. ADJOURNMENT

*A **MOTION** was made by Bret Pfeifle, and seconded by Cindy Rose, to adjourn the meeting at 7:05pm. **MOTION** passed unanimously.*

The next meeting is scheduled for Wednesday, October 21, 2015 at 6pm in Meeting Room B.

Respectfully submitted,

Cindy Greenwood-Young,
Recording Secretary



TOWN OF BOW
Recreational Needs Committee
Minutes
October 21, 2015

The Town of Bow Recreational Needs Committee met on Wednesday, October 21, 2015 at the Bow Municipal Building, 10 Grandview Road, in Meeting Room B.

I. CALL TO ORDER

Chair Jack Crisp called the meeting to order at 6:02pm. Members present were Chair Jack Crisp, Selectman Eric Anderson, Deb Alfano, Cindy Rose, Bret Pfeifle, Jessica Ralston, Laura Beaudette and Darren Benoit. Also present was Town Manager David Stack.

II. APPROVAL OF MEETING MINUTES

*A **Motion** was made by Eric Anderson, and seconded by Cindy Rose, to approve October 07, 2015 minutes as amended. **Motion** passed 5-0 with three abstentions.*

III. PRESENTATIONS

A. INTRODUCTION TO NEW COMMITTEE MEMBERS

Chair Crisp introduced the newly appointed members Laura Beaudette, Jessica Ralston and Darren Benoit. The committee gave a summary of their work to date.

Chair Crisp and Town Manager David Stack shared that an RFP to hire a Consultant has been sent out and a waiting bids. An ADA assessment had been voted on by the committee and has just been done on the existing Community/Fire Building, Police Department and Municipal Building. The new members would be brought up to speed on our progress with discussions during each segment following the agenda.

III. OLD BUSINESS

A. STATUS OF RFP

Chair Crisp shared that the RFP is out for bid and had some feedback from potential bidders. Town Manager Stack, Chair Crisp and the Town Engineer estimate a seven week time period with four meetings proposed to complete RFP. The committee recommended Mr. Stack extend the deadline for the RFP by two weeks or more. Consolidating meetings, pushing back the deadlines two weeks, over the shoulder meetings are all something to consider.

B. STATUS OF ADA EVALUATION

Mr. Stack updated the committee on the recent ADA Assessment Review. There are a few simple fixes for Community Building, and he looks forward to receiving the report.

C. STATUS OF NEW COMMITTEE MEMBER RECRUITMENT

Some members on the committee felt we should continue to advertise for new members. The committee agreed to have it posted in the Town Crier.

V. NEW BUSINESS

A. UPDATE ON WORK OF PUBLIC SAFETY BUILDING COMMITTEE

Mr. Stack gave a short update on the status of the Public Safety Building RFP. All information in regards to the Public Safety Buildings' work is available on the town website.

B. CORRECTION OF INFORMATION IN BOW TIMES

The article that was in the Bow Times in regards to the Fire Study is misleading. The article implied Bow was looking at a fulltime department with eighteen firefighters. Mr. Stack clarified that the recommended standard for a Structure Fire is 15 to 18 attendees. These attendees may be a combination of Bow full time Firefighters, Call Firefighters & Mutual Aid from other towns.

Deb Alfano spoke to the misinformation in the article about Bow Elementary School renovations. All parents were notified by Robert Louf, School Board Chair.

C. CONSIDER SUB-COMMITTEES

Chair Crisp asked each member of the committee to make a prioritized list of the needs of the existing Community Building and essential elements of possible New Facility. Members are aware that a New Facility is highly unlikely at this time. Selectman Anderson suggested a follow-up survey.

D. OTHER

A. VISITATIONS TO OTHER RECREATIONAL FACILITIES

Cindy Rose and Chair Crisp discussed the helpfulness of going to see other facilities. Ms. Rose shared a list of some community buildings that the committee may want to visit. Visitations have been made in the past, and Selectman Anderson shared pictures of a few of those visits. The committee discussed the potential benefits of visiting other facilities around the state.

B. NEW COMMITTEE ROSTER

Chair Crisp requested that a new updated roster for this committee be completed by the Recording Secretary. Once completed, Chair Crisp will circulate to members. He reminded the committee of the Right to Know Laws.

VI. ADJOURNMENT

*A **MOTION** was made by Eric Anderson, and seconded by Cindy Rose, to adjourn the meeting at 7:15pm. **MOTION** passed unanimously.*

The next meeting is scheduled for Wednesday, November 18, 2015 at 6pm in Meeting Room B.

Respectfully submitted,

Cindy Greenwood-Young,
Recording Secretary

REPRESENTATIVE MTS MTS 10/21/15

INNOVATION OF FIELDS } CANNOT HAVE A REPORT
EXPANSION OF FIELDS }

TO
DO



LOOKING AT GETTING NEW MEMBERS ON
THE REPRESENTATIVE MTS COMMITTEE
JOHN CHIEF, ETC.

RFP TASK COMPLETION EXTENDED?

2 WEEK EXTENSION

CONCERN W/ TIME IN

COMPLETE ALL TASKS

FEEDBACK TO PERSONAL FORM ON OUR TIME NEEDS

ACCSI WITHIN A 2 WEEK PERIOD

MTS W/ STAFF

ONIN THE SIMULAN VIEW

PARMS ON ANIN

AOA REVIEW

IS THERE A \$ AMOUNT OF INNOVATION THAT MILLION

NRD FOR AOA COMPLIANCE

NEXT MTG

DISCUSSION FOCUSING IN ON WHAT WE'D

LIKE TO SEE IN A COMMUNITY BUILDING

LIST OF

CURRENT BLOG

USERS

↑ Ted to Jack to
to get off the

**Request for Proposals
Bow Community Building Project Consultant
Town of Bow, New Hampshire**

Proposals were due on or before Thursday, November 12, 2015, 2:00 p.m.

PROPOSALS RECEIVED:

1. Sheerr McCrystal Palson Architecture, Inc. (SMP)
30 South Main St., Building 2
Concord, NH 03301-4809
(603) 228-8880

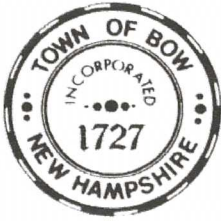
2. Corzilius Matuszewski Krause Architects (CMK)
603 Beech Street
Manchester, NH 03104
(603) 627-6878

3. Frank Anzalone Associates
224 Main Street
PO Box 1016
New London, NH
(603) 526-8911

Digital copies of each proposal are located on our
shared network: Y:\Boards, Committees, Commissions\Recreational
Needs Committee\RFP\Proposals Received 11-12-2015

4. d. a. kinsella company
7 Bridge St., Suite 9
Billerica, MA 01821
(978) 667-7971

5. Dennis Mires, P.A.
697 Union St.
Manchester, NH 03104
(603) 625-4548



TOWN OF BOW

Office of the Town Manager

10 Grandview Road, Bow, New Hampshire 03304

Phone (603) 228-1187 | Fax (603) 224-6680 | Website www.bow-nh.gov

Request for Proposals Bow Community Building Project Consultant Town of Bow, New Hampshire

The Town of Bow is seeking proposals from qualified architectural, planning, and/or engineering firms to provide professional services to the Town. This project involves developing options for the renovation of the current Bow Community Building or the construction of a new facility to meet the programmatic needs of the Town's Parks and Recreation Department and other community building users and organizations.

Proposals are due on or before Thursday, November 12, 2015, 2:00 p.m. A pre-proposal meeting will be held on October 28, 2015, 10:00 a.m. at the Bow Municipal Building, 10 Grandview Rd., Bow NH. All prospective proposers are required to attend to be considered for this assignment.

Overview

The objectives and goals of the study are to address the information needs identified by the Recreational Needs Committee to include the following Scope of Work:

Scope of Work

The Scope of Work shall include, but is not limited to, the following phases of work and tasks:

- Review the existing studies that have been detailing the problems with the existing building.
- Conduct an organizational meeting with the Recreational Needs Committee.
- Meet with Parks and Recreation staff to determine and catalogue existing services, personnel and equipment of the Department and current usage of the Community Building. Determine programmatic space needs for the Department to provide the intended services for the foreseeable future.
- Examine the current facility to determine adequacy to provide intended services. Highlight existing deficiencies at the facility, such as structural and utility condition, health/environmental concerns, available interior space, parking sufficiency, locational appropriateness. This analysis does not include a comprehensive examination of all building structural and utility components.
- Determine whether the current facility can reasonably be renovated/repaired/altered to accommodate existing and future needs. Provide design alternatives and an estimate/range of the total project cost for this alternative, to include hard and soft costs, financing, site preparation, demolition, etc.
- Provide a plan to meet the requirements of the State Fire Marshal as detailed in the Marshal's July 24, 2013, Compliance Order.

- Examine whether construction of a new facility at the current location, or at another location, would allow for better provision of recreational services to the community. Provide an estimate/range of total project cost for each option examined, to include hard and soft costs, financing, site preparation, demolition, etc.
- For recommended alternate locations, evaluate the existing conditions of the property to determine the opportunities and constraints that the site presents (slopes, infrastructure, drainage, etc.) to future development.
- Present ten (10) copies of a written report (and one electronic copy in PDF format) outlining all information, including addenda, and recommendations developed as part of this effort.
- The deadline for completion of the project is December 15, 2015.

Meeting Requirements

- Attend no less than four meetings with the Recreation Needs Committee and/or Town staff. These shall include: i) a kick-off meeting, ii) at least two progress meetings, and iii) a final presentation meeting.
- Make a presentation of the final alternatives analysis to the Committee and Board of Selectmen using presentation boards and PowerPoint presentation.

Available Documents

State Fire Marshal's Compliance Order
 State Fire Marshals 11/19/14 Report
 Sheer McCrystal Palson Architecture 2007 Report
 Yeaton Associates 2013 Electrical Report
 HL Turner 2011 Report

Proposal Requirements

Identification of Key Staff & Statement(s) of Qualifications

Proposals shall include names and resumes for the project manager and principal-in-charge to include current job titles, licenses and certifications. The project manager shall serve as the primary liaison between the Town and the firm. The proposal shall include the names, job titles, licenses, certifications, and a summary of qualifications for personnel to provide specified services.

Proposals shall identify the official contact of the proposer, including name of contact, name of firm, address, telephone numbers, and email address. The Town may use email for official communications regarding the RFP.

Project Experience

Proposals should provide a list of specific projects and activities performed by the key personnel that demonstrate competency in as many aspects of the scope of services as possible. The proposal shall include summaries of past projects and activities of a similar nature.

References

Proposals must include the names and contact information for at least five (5) clients, with at least three (3) being municipal clients. The Town of Bow will want to speak with past clients and municipal officials in the fields of administration, finance, planning, and public works who were directly involved with key personnel.

Insurance

The successful respondent will be required to provide an insurance certificate confirming the following insurance coverage: worker's compensation insurance as required by the State of New Hampshire; broad-form comprehensive general liability insurance in an amount of no less than \$1,000,000 combined single limit per occurrence; and motor vehicle insurance to include bodily injury, property damage, uninsured motorist, and employer's non-ownership coverage in an amount of no less than \$1,000,000 combined single limit per occurrence. The Town of Bow shall be named as an additional insured on the auto and general liability policies.

Indemnification

The successful respondent must agree in writing to indemnify the Town of Bow from any and all liability, loss or damage, including but not limited to bodily injury, illness, death, or property damage, which the Town becomes legally obligated to pay as a result of claims, demands, costs, or judgments against the Town arising out of the bidder's actions or omissions relating to this project.

Proposed Subcontractors

Provide a list of any known subcontractors (and their area of specialization) that will be used to supplement the services that have been set forth in this RFP. Include names, resumes and project experience for their key personnel.

Contract Proposal to include Waivers, Exclusions & Limitations

Provide a sample contract form to be used as a basis for an agreement with the Town of Bow, with the understanding that both parties reserve the right to negotiate all actual terms and conditions to achieve mutual agreement. Contract proposals should list all waivers, limitations and exclusions. Contract proposals should also include reference to this RFP as a basis of understanding, along with statements on document ownership and copyrights.

Guidelines for Prospective Contractors

Contracts shall be awarded only to responsible offerers. In order to qualify as responsible, a prospective contractor must show proof that they meet the following standards as they relate to this Request for Proposals:

- A. Have adequate financial resources for performance;
- B. Have the necessary experience, organization, technical qualifications, skills, and facilities;
- C. Are able to provide services in a timely manner, and
- D. Have a satisfactory record of performance.

Proposal Submittal and Proposed Fee

Proposals must be sealed and marked "RFP - Bow Community Building Project" and be delivered to David Stack, Town Manager, Town of Bow, 10 Grandview Road, Bow, NH 03304, by the time specified above.

Proposers shall also submit a not-to-exceed fee in a separate sealed envelope which details specific tasks, labor hours per task and expenses.

Award

This Request for Proposals (RFP) does not commit the Town of Bow to award a contract, to pay any costs incurred in the preparation of a proposal to this request, or to procure or contract for services or supplies. The Town reserves the right to accept or reject any or all proposals received as a result of this request, or to cancel in part or in its entirety this Request for Proposals if it is in the best interests of the Town of Bow to do so. The award of any contract will be in the sole discretion of the Town based upon the Town's determination of what is in its best interests, considering all of the elements that each proposal may bring to bear upon the subject.

The related award will be based on price and the Town's evaluation of the respondent's experience, qualifications, and reputation, which may include discussions with former customers. Therefore, respondents shall identify in the proposal three customers for whom comparable projects have been completed within the last five years.

Contact for Additional Information

For additional information contact David Stack, Town Manager, (603) 228-1187, ext. 112, or by e-mail: townmgr@bow-nh.gov

Client Information

Town of Bow NH
10 Grandview Road
Bow, NH 03304
Attn: David Stack, Town Manager
Phone: 603.228.1187
Email: townmgr@bow-nh.gov

Project Location

Community Building
3 Bow Center Road
Bow, NH 03304

Architectural Service for Community Building; planning and space needs

We are pleased to submit our proposal for a detailed municipal facilities and space needs assessment report for the Parks and Recreation Department Community Building.

Based on our review of the RFP, Addendum #1 and the pre-proposal conference we understand the following:

We understand your objective is to have a comprehensive needs assessment of the Town's Parks and Recreational Department as well as other community building users / organizations. Through interviews with key staff / department heads and community groups we will determine the current space needs while anticipating future growth and programmatic requirements for the intended services.

Additionally, your desire is for the team to assess the existing facility to determine and catalogue the problems within the building for life / safety, health & environmental concerns, parking, access and grounds.

We understand these findings will be used to develop an overall renovation plan of the existing facility and address the State of New Hampshire Fire Marshals concerns.

We understand that multiple options should be considered with conceptual design drawings and building renderings provided for the chosen solution along with anticipated construction cost. The team anticipates regular meetings with the Recreational Needs Committee and will make a formal presentation to the Selectboard to convey the findings, recommendations and anticipated cost of the work.

Scope of Services

Conceptual Design Phase: 6 to 8 weeks

1. Review all available reports as provided by owner;
2. Document existing conditions of the building;
 - a. Photograph building and site as needed;
 - b. Measure existing building plan;
 - c. Produce CAD based floor plan as needed for our work.
3. Facilitate 1 focus group meeting with key Staff and the Committee;
4. Assemble a program of spaces based on your functional requirements;
5. Develop conceptual sketch options (2-3) for initial review;



- a. Revise sketches 2 times to achieve an agreed-upon conceptual design solution;
6. Perform additional investigations on the existing building conditions as needed;
7. Engage a third party construction estimator to develop a construction budget for the project;
8. Produce a total project budget including the construction budget, equipment, furniture and associated soft costs.
9. Draft a final report, produce 10 copies one electronic PDF.
10. Attend up to **4 Review meetings** during the course of this work;

Fee:

\$ 18,480

The fee above is a fixed amount for the respective scope of work. Reimbursable expenses, if any, will be billed above this amount per the attached terms and conditions.

Work not included in this proposal:

1. Surveying, Civil, Structural, Electrical, Mechanical, Plumbing and Fire Protection Engineering;
2. Septic Design, Geo-Tech Consultants, Wetlands and/or Environmental Assessments;
3. Hazardous Material Assessments;
4. Archeological Study and NHSP0 Historic 106 Review;

Signature:

This proposal, with the attached Terms and Conditions is a firm offer and is good for 30 days. If the Scope of Services, Schedule, and Fee meet with your approval, please sign below and return one copy to:

SMP Architecture
30 S Main Street
Building Two
Concord NH 03301

This signed agreement will constitute the complete agreement and will act as notice to proceed.

Thank-you again for consideration on this project, we look forward to working with you and your team.

Respectfully,

A handwritten signature in blue ink, appearing to read "Eric Palson".

Eric Palson ■ AIA
Principal ■ SMP Architecture

Approved for the Town of Bow NH

12/3/15

Date

Print name

**DAVID L STACK
TOWN MANAGER**

Sheerr McCrystal Palson Architecture, Inc.

Standard Terms & Conditions of Agreement

1. Definitions

Sheerr McCrystal Palson Architecture, Inc., is hereinafter referred to as the "Architect." Architect's client is hereinafter referred to as the "Owner." Architect and Owner, when not individually named, are hereinafter individually referred to as "Party" or collectively as the "Parties."

2. Validity & Effect

Architect's proposal is valid for 30 days unless otherwise stated in proposal document. Should Owner ask Architect to begin work before executing the *letter proposal*, Owner agrees that this proposal, including these terms and conditions, shall be the contract in effect between the Parties.

3. Professional Services

a. Hourly Projects. Billings are based on hours worked, including travel time. Through December 31, 2015, Architect's hourly rates are:

Principal	\$125.
Staff Architect.....	100.
Staff Designer/Project Manager.....	80.
Technical/ Project Assistant	60.
Clerical & Administrative.....	45.

b. Overtime. Overtime services shall be provided on Owner's authorization at 1.5 times regular hourly rates.

c. Subconsultants. Services of Architect's subconsultant(s), if any, shall be billed at their hourly rates plus 10 percent.

d. Budgetary Estimates. Any requested budgetary estimates are provided solely to assist Owner in Project planning and do not constitute a not-to-exceed threshold.

4. Owner's Responsibilities

Owner agrees to:

a. provide complete physical information about the site and/or buildings and such legal, accounting, and insurance counseling services as may be required;

b. furnish, with reasonable promptness, such additional instructions as may, from time to time, be necessary for the proper performance of Architect's services. Any such instructions shall be consistent with this Agreement, any amendments or modifications thereof, and reasonably inferable therefrom;

c. credit Architect in all publicity or promotional materials involving the Project design.

5. Invoicing & Payment

Owner shall be invoiced monthly for services performed during the previous month. Payment is due on receipt. Interest shall be payable after 30 days at the maximum rate allowed by law. Owner's failure to make payments to Architect in accordance with this Agreement shall be considered substantial nonperformance subject to Article 17 herein.

6. Reimbursable Expenses

Architect shall invoice Reimbursable Expenses to Owner at Architect's standard rates in effect during each calendar year. Such expenses include, but are not limited to, prints, long distance communications, travel, delivery, photography, outside consultants, renderings, models, and any additional insurance that Owner requires.

7. Change of Scope

Architect's fee shall be subject to equitable adjustment by negotiation, mediation, or arbitration if the agreed scope is changed or Architect's services are not completed within 12 months.

8. Additional Services

These are services beyond those agreed to, including (but not limited to) Architect's revisions due to Owner's changes in the Project scope, quality, or budget; post bid/pricing value engineering redesign. In-house Additional Services shall be billed at the hourly rates set forth in Article 3 herein. Services of Architect's subconsultant(s), if any, shall be billed at their hourly rates plus 10 percent.

9. Restart

If the project is stopped for a period greater than 30 days, a restart fee of 10% will be required to compensate the Firm for the necessary premium time and remobilization.

10. Design/Build

Owner may solicit Design/Build proposals based on Architect's documents with the express understanding that Owner shall be solely responsible for Owner's engineers' computations, certifications, code compliance, and the coordination of this work. It is mutually agreed and understood that Architect's review of any Design/Build work is performed solely to ensure compatibility with Architect's design intent.

11. Dispute Resolution

a. No dispute shall relieve either Party of its duty to perform under this Agreement.

b. The Parties agree to enter first into good-faith negotiation at a mutually agreed location, and subsequently into mediation should negotiation prove inconclusive, to resolve any dispute or claim within a reasonable time.

Standard Terms & Conditions, 1 January 2015

c. Any dispute or claim between the Parties which cannot be resolved by negotiation or mediation shall be resolved by arbitration in Concord, New Hampshire, before a single arbitrator of the American Arbitration Association in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association then in effect. Judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction. The expenses of the arbitration shall be borne by one or more of the parties to the arbitration as determined by the arbitrator; provided, however, that each party to the arbitration shall pay and bear the cost of its own experts, evidence, and legal counsel.

12. Governing Law

This Agreement shall be governed by and interpreted under the laws of the State of New Hampshire. If any part of this Agreement should be determined to be unlawful, the remainder of the Agreement shall remain in effect.

13. Change Orders

Architect shall review change orders for Owner's approval. Owner understands that projects constructed by the "Fast Track" method, where Architect's design and coordination services may necessarily be performed out of conventional sequence, may experience an extraordinary number of change orders. Absent clear evidence of Architect's negligence, it is mutually agreed that change orders occasioned by "Fast Track" work exigencies shall not be deemed a subject of dispute or claim, or a breach of this Agreement.

14. Shop Drawings

Architect's review of shop drawings is for general conformance to the design intent and shall not relieve Owner's contractor from any agreed obligations.

15. Limitation of Liability

To the fullest extent permitted by law, Architect's liability to Owner for all damages arising out of Architect's services due to any cause, including Architect's negligence or breach, shall not exceed \$50,000 or the amount of compensation paid to Architect, whichever is more.

16. Use of Architect's Drawings

The Parties mutually recognize and agree that Architect's drawings and specifications, in whatever form they may be generated, are Instruments of Service solely with respect to this Project. As author, Architect retains copyright, common law, and statutory rights over all its drawings and specifications, in whatever form they may be generated. Owner may retain copies for reference, but Owner may not use these on other projects or to

complete this Project without Architect's continued services absent an agreement or judgment reached pursuant to Article 10 herein.

17. Termination or Suspension

a. If Owner fails to make payments to Architect in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination, or at Architect's option, cause for suspension of performance of services under this Agreement. If Architect elects to suspend services, prior to suspension of services, Architect shall give seven days' written notice to Owner. In the event of a suspension of services, Architect shall have no liability to Owner for delay or damage caused Owner because of such suspension of services. Before resuming services, Architect shall be paid all sums due prior to suspension and any expenses incurred in the interruption and resumption of Architect's services. Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

b. If the Project is suspended by Owner for more than 30 consecutive days, Architect shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, Architect shall be compensated for expenses incurred in the interruption and resumption of Architect's services. Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

c. If the Project is suspended or Architect's services are suspended for more than 90 consecutive days, Architect may terminate this Agreement by giving not less than seven days' written notice.

d. This Agreement may be terminated by either Party upon not less than seven days' written notice should the other Party fail substantially to perform in accordance with the terms of this Agreement through no fault of the Party initiating the termination.

e. This Agreement may be terminated by Owner upon not less than seven days' written notice to Architect for Owner's convenience and without cause.

f. In the event of termination not the fault of Architect, Architect shall be compensated for services performed prior to termination, together with Reimbursable Expenses then due and all Termination Expenses as defined in subparagraph g. hereof.

g. Termination Expenses are in addition to compensation for the services of the Agreement and include expenses directly attributable to termination for which Architect is not otherwise compensated, plus an amount

for Architect's anticipated profit on the value of the services not performed by Architect.

18. Force Majeure

A failure or delay in performance by either Party to this Agreement shall not be a breach of this Agreement, nor constitute an event of substantial nonperformance under Article 16 herein, provided such failure or delay arises out of or results from fire, flood, earthquake or other natural disasters, or acts of a public enemy, war, rebellion, sabotage, transportation embargoes, failures or delays in transportation, epidemic, quarantine restrictions, acts of God, acts, rules, regulations, orders or directives of any governmental authority or the order of any court of competent jurisdiction. This article shall not excuse any event of substantial nonperformance under Article 16 herein.

19. Asbestos & Hazardous Materials

It is mutually agreed and understood that Architect shall not perform any services whatsoever related to the identification, abatement, or remediation of asbestos or other hazardous materials, including pollutants, nor shall Architect assume any liability for damages or costs related to such materials.

20. Insurance

Architect is protected by Workman's Compensation, Professional Liability and Standard Public Liability Insurance. Architect shall furnish copies of insurance certificates at Owner's request.

21. Successors & Assigns

The Parties agree, respectively, to bind themselves, their partners and their successors, assigns and legal representatives to the other Party to this Agreement and to the partners, successors, assigns and legal representatives of the other Party with respect to all covenants of this Agreement. Neither Party shall assign this Agreement without the written consent of the other, except that the Owner may assign this Agreement to an institutional lender providing financing for the Project. In such event, the lender shall assume the Owner's rights and obligations under this Agreement. The Architect shall execute all consents reasonably required to facilitate such assignment.

22. Standard of Care

In performing services required by this Agreement, Architect shall use that degree of care and skill ordinarily exercised under similar circumstances by competent members of Architect's design professions practicing in this locality. Notwithstanding Architect's compliance with this standard of care, Owner can normally anticipate that some changes and adjustments in the Project shall be required in order to correct errors and

omissions in Architect's documents, which are discovered either during or after construction. Owner agrees to establish, with Architect's assistance, a contingency fund to cover the reasonably anticipated cost of such changes and adjustments. It is mutually agreed that any charges against such contingency shall not be indicative of negligence on Architect's part, nor occasion a dispute or claim in accordance with Article 10 herein.

23. Indemnification

Architect hereby indemnifies and holds harmless the Owner, its officers, directors and employees (collectively, the Owner) against damages, liabilities or costs, including reasonable attorneys' fees and defense costs, solely caused by any negligent performance of professional services under this Agreement by the Architect, including any Subconsultants thereof. Neither Owner nor Architect shall be obligated to indemnify the other Party in any manner whatsoever for the other Party's own negligence. Architect shall not be liable for indirect, special, or consequential damages.

24. Clause Headings

The headings and subheadings of clauses contained herein are used for convenience and ease of reference and do not limit the scope or intent of the clause.

25. Entire Agreement

This proposal, incorporating these Standard Terms and Conditions, is the entire Agreement of the Parties. It supersedes any previous representations or commitments, oral or written, concerning the subject of this Agreement. No course of dealing or usage of the trade shall be applicable unless expressly incorporated in this Agreement. Any modification of this Agreement must be in writing and signed by an authorized representative of both parties hereto. All work performed by Architect, actions taken, and payments made, if any, under any other prior written or oral agreements, with respect to this Agreement shall be deemed to have been work performed, actions taken, or payments made under this Agreement.

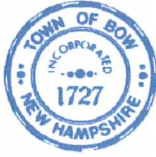
FIRM

CONTACT NAME

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DESIGN.COM

OVERALL



TOWN OF BOW
Recreational Needs Committee
Minutes
November 18, 2015

The Town of Bow Recreational Needs Committee met on Wednesday, November 18, 2015 at the Bow Municipal Building, 10 Grandview Road, in Meeting Room B.

I. CALL TO ORDER

Chair Jack Crisp called the meeting to order at 6:00pm. Members present were Chair Jack Crisp, Selectman Eric Anderson, Cindy Rose, Darren Benoit, Jessica Ralston, Laura Beaudette, Donna Morrison, Brian Gott and Megan Rheinhardt.

II. APPROVAL OF MEETING MINUTES

*A **Motion** was made by Cindy Rose, and seconded by Eric Anderson, to approve October 21, 2015 minutes as amended. **Motion** passed 6-0 with three abstentions.*

III. PRESENTATIONS

A. None

IV. OLD BUSINESS

A. STATUS OF RESPONSES RECEIVED TO RFP & DISCUSS FOCUS OF WORK

Chair Crisp shared that there was a Pre-Bid meeting held in October. A total of 5 RFP bids were received. A Sub-Committee comprised of the Town Manager David Stack, Chair Crisp, Selectman Anderson, Cindy Rose & Bret Pfeifle will meet on Tues., October 24, 2015 at 2 pm in the Municipal Building Room B to begin reviewing the Bids. They will first review the merits of each RFP Bid, then review the cost of each RFP Bid. Based upon that process the Sub-Committee will then bring back to the Committee for their recommendation.

B. STATUS OF ADA EVALUATION

The ADA Evaluation was turned over to the Town Manager, David Stack. Mr. Stack will circulate the report to the committee. Cindy Rose & Eric Anderson were present when the evaluation was done on the Community Building side.

C. STATUS OF NEW COMMITTEE MEMBER RECRUITMENT

Chair Crisp will check with Town Manager, Mr. Stack as to any posting in the Town Crier.

Kandy Ricard from the Young at Heart was in the process of submitting her application to become a new member. The Committee has reached out to other town residents and groups, but as of now, they have not received any additional interest in becoming a member. In the interest of completing the tasks set for the Committee, the current members will continue to move forward.

D. OTHER

None

V. NEW BUSINESS

A. UPDATE ON WORK OF PUBLIC SAFETY BUILDING COMMITTEE

The Public Safety Building Sub-Committee presented its recommendation at the Select Board's meeting Tues., November 17, 2015 with three RFP proposals ranging in price from \$5.9 million to \$3.9 million. Selectmen unanimously approved the recommendation of the Committee. Now they will be working on the presentation for the Town Meeting. Selectman Anderson reviewed the Master Plan Concept and shared a layout from 2013.

B. SHOULD WE PROPOSE ANY AMOUNT FOR CIP IN UPCOMING BUDGET

Chair Crisp explained the Town's Capital Improvement Plan process. It was decided that until the Committee sees what the chosen Consultant may need or require, it is premature to ask for CIP money at this Town Meeting. A Warrant Article requesting design funds in the future will depend on the recommendations and costs received from the consultant. To assist in the direction and focus of the Committee, a request was made by Chair Crisp to send out a copy of the 2015 Town Meeting Minutes concerning Warrant Article #5 and the public discussion.

C. CONSIDER SUB-COMMITTEES

Chair Crisp requested at the last meeting that members compile a priority list of what you would like to see in the current building, and what you may want in a new facility. Cindy Rose, Bow Recreation Director circulated an extensive list of current programs and activities that take place at the Community Building. Mr. Anderson presented his vision for the current and future Community Center. Jessica Ralston shared her vision, as well as, Laura Beaudette shared a simple rendering of what the existing building could become. Megan Reinhardt suggested using the last year's survey as a tool for what the Townspeople would like to see in the Community Building. She felt Ms. Rose's list of current activities was excellent, but a new facility could enhance what Bow currently offers to the public. Brian Gott, Cindy Rose and Donna Morrison shared information on gymnasiums for a new facility. A Multi-Generational Facility would also bring the public together. Darren Benoit spoke to the possible safety or security issues. Chair Crisp requested to have all the lists distributed to each member.

As we move forward and develop these lists, Chair Crisp would like the members to work in two sub-committees to address the needs of the existing Community Building and the essential elements needed in a new facility.

D. OTHER

None

VI. ADJOURNMENT

*A **MOTION** was made by Cindy Rose, and seconded by Laura Beaudette, to adjourn the meeting at 8:21pm. **MOTION** passed unanimously.*

The next meeting is scheduled for Wednesday, December 2, 2015 at 6pm in Meeting Room B. A Bow Recreational Needs Committee photo will be taken at this meeting.

Respectfully submitted,

Cindy Greenwood-Young,
Recording Secretary

Bow Community Building

Schematic Design Schedule

December 1, 2015



Task	Week 1 (Dec. 7-11)							Week 2 (Dec. 14-18)							Week 3 (Dec. 21-23)							Week 4 (Dec. 28-31)							Week 5 (Jan. 4-6)							Week 6						
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S							
Finalize scope and agreement																																										
Team to review facility, systems & past reports																																										
Start-up Mtg #1: Rec Needs Comm., define goals, current and future needs																																										
Mtg #2: Staff meeting: catalog services, personnel & equip.																																										
Confirm understanding of existing conditions, measure & render building																																										
Review & Develop Program & Space Needs Assessment																																										
Produce initial diagrams, sketches & conceptual design options (plans and elevations)																																										
Mtg #3: Review Needs Assessment Doc. & Present concept to Comm.																																										
Refine options to a final Conceptual Design																																										
Develop Conceptual Project Budget (hard & soft costs)																																										
Mtg #4: Review meeting- Final Concept / renderings & statement of probable costs																																										
Mtg #5: Present to Selectboard; convey the findings, recommendations and costs																																										
Draft final report, assemble all data and renderings																																										

12/14 4:00 PM
 12/12 4:30 PM
 11/16 6:00 PM
 11/12 6:00 PM
 11/12 6:00 PM

41
 MID
 PHASE 1
 PHASE 2

PHASE I
 PHASE II

MEETING MINUTES

Project: Bow Community Building
 Meeting Number: 01
 Date: 12/9/15
 Location: Community Center

NEXT MEETING SCHEDULED: 12/9/15 Town Hall 4pm

Present:

Cindy Rose Director, Anne-Marie Guertin Program Coordinator, Malinda Blakey Office Manager Eric Palson, Jason LaCombe, Anthony Mento (SMP)

New Business:

Action:

- | | | |
|-----|---|-----|
| 1.1 | Cindy provided the “Wish List for the Renovated Community Building / New Community Building” document prepared by the building committee. Document attached. | SMP |
| | <ul style="list-style-type: none"> • Team reviewed each item to clarify understanding to then determine actual space needs of each. • Team discussed known issues such as electrical circuit overloading in gymnasium, ADA issues with stage, safety / security of staff and users. • Need for a small staff kitchenette, additional electrical outlets in the gym, a vestibule at the entry to reduce air / heat loss, larger reception counter for 5 people, possible lobby, additional bathrooms. • Information provided if a new facility was considered. Some of the items listed could be incorporated into the renovated building. • Existing kitchen requires a hood with a fire suppression system, reconfigure layout, commercial countertops, open shelving • Gymnasium flooring to be appropriate sports floor that table and chairs can also be placed on • Existing heat distribution is forced hot water fin-tube baseboard around perimeter of gymnasium. Is inefficient, slow to heat up space, location conflicts with gym activities. | |
| 1.2 | SMP requested a copy of the Survey Monkey results from the 2014 questionnaire. Cindy provided. | SMP |
| 1.3 | SMP measured the building for use in the conceptual design | SMP |
| 1.4 | If a new gymnasium is possible it should be a full size, high school type, with low bleachers with storage rooms off from it for gym equipment, tables / chairs, etc. | SMP |
| 1.5 | Existing pre-school is held in the Town Hall. They are licensed for 32 children, with 7 part time staff. | SMP |

Bow Community Building – Outline of Requirements

December 9, 2015



- I. Rec. Department Aspirations & General Goals
- II. Survey/Questionnaire
 - A. Public Desires *GYM & MEETING ROOM*
 - B. Public Support
- III. Outdoor
 - A. Parking
 - 1. Where? *NOT TOWARD INTERSECTION; SOME GREENSPACE TOWARD POND*
 - 2. How Much? *58 EXISTING; CONTROL USAGE BETTER*
 - 3. Other Hard Surface Uses *NO, SAFETY CONCERNS*
 - B. Outdoor Recreation
 - 1. Skateboard? *NO*
 - 2. Outdoor Fitness Equipment *COULD BE POULAR*
 - 3. Picnic Shelter *YES, OR WARMING HUT*
 - 4. Pet Programs *TEACH OBEDIENCE NOW; TRAIL HEAD AMENITIES*
 - 5. Pool? *NO*
 - 6. Walking trails *YES; MAP BOARD ETC.*
 - C. Bow Town Pond
 - 1. Skating *DONE NOW*
 - 2. Fishing *KIDS ONLY; SMALL DOCK?*
 - 3. Boating *NO*
 - 4. Swimming/aquatic *NO*
 - D. Exterior Image
 - 1. Building *MORE ATTRACTIVE TO STREET, CENTER*
 - 2. Organization *FRIENDLY, WELCOMING*
 - 3. Intersection *MAY BE MODIFIED IN FUTURE; ACCESS FROM KNOX SIDE*
- IV. Indoor
 - A. Multipurpose
 - 1. Sports Recreation
 - a) equipment/storage *SPORTS; SUMMER CAMP; OFFICE SUPPLIES; FITNESS; TABLES/CHAIRS*
 - b) floor surface *NEED RESILIENT SURFACE*

Bow Community Center –Frequently Asked Questions

Why is the building OK for children's recreation when the State Fire Marshall told us it was unsafe for firemen?

This is an obvious question and one that deserves some attention. The state found the building to be non-compliant because of the combination of the way it was constructed and the use to which it was being put. First, let's review the facts.

Despite appearances, the fire station/community center building is considered a wood-framed building. It was built by the erection of several pre-engineered steel frames (literally "Butler Buildings") but all the infilling walls and elevated floors are combustible wood framing. The brick out front is only a decorative applique.

The Problem:

In brief, what the State Fire Marshall's Office (per Ron Anstey) says in its report of 10/16/14 was:

- The building houses three different uses (assembly, fire station and storage) that are not separated by fire partitions.
- There is a second floor training room that constitutes an unprotected assembly area.
- The vehicles stored in such a building cannot have full gas tanks or connected batteries.
- There is no sprinkler system.
- The generator is too close to combustible siding.
- The basement boiler room is also not separated by fire rated partitions.
- Wiring in the various areas is not all enclosed and not all properly supported.
- Exposed wood finishes are not allowed in this kind of assembly use.
- The storage mezzanine is combustible, unseparated and not accessed by a regulation stair.
- Storage is not fire separated. Rooms larger than 100 sf need a one hour fire separation.
- Impromptu storage lofts are not built to hold the proper weight.
- Storage cages block access to exits.
- Assembly spaces over a 300 person capacity* have to have a fire alarm.
- Some door thresholds present tripping hazards.
- The kitchen hood has no fire protection. Commercial hoods require a suppression system.
- The restroom has no required ventilation.
- Generator fuel tank is not protected from vehicles.

An earlier memo from the Fire Marshall on 7/24/13 brought up another serious concern, namely that since firefighters were sleeping in the building, it should be evaluated as a residential occupancy as well. The safety requirements for buildings where people sleep are understandably elevated above normal use. Add to that the general requirement in the building code that a fire department, like a police station or a hospital, is an "essential facility". This means that there are special safety and durability provisions above and beyond those for a "normal" occupancy.

*while the gym has been limited to 250 occupants by agreement, it is big enough under the building code to hold over 500.

2015

Wish list for Renovated Community Building/New Community Building

Cindy Rose

Renovated Building Wishes:

Gym-

Remove heaters from the walls, possibly put in an overhead heating system

New and improved protection around the support columns

Windows need to be covered

More electrical units on outside wall

Movable partition

Rubberized flooring

Stage- change the height of the stage to assure handicap assessable

Mirrors

Ballet bar – movable?

Instead of the curtain, a movable wall to make another room

Office-

Second exit

Doors with windows

Counter to separate staff from guests/reception area

Sink

Cupboards/shelving

Meeting area/break area

Storage-More of it for Parks & Recreation's equipment and supplies

Additional room(s) for various programs-two would be nice

Full working kitchen

New flooring, cabinets, counters, hood, etc

Front door in a different area

Complete renovation, including plumbing, of bathrooms

Panic buttons

Lighting needs to be updated

New Facility

Entry way/Foyer-

Tables and chairs

Possibly a small coffee shop-leased out

Reception area

Coat/backpack room

Cubbies

Hooks

Benches

Staff Office-

Two rooms that are open inside, pocket doors to close off if needed with a lot of glass/windows so we can see what is going on outside of the offices.

Staff work/break room with cabinets, counters, conference table, sink, storage

Gym-

Full size

Low set of bleachers

High windows, blank walls

Drop down partition

Pour in Place flooring (rubberized) Floor

Large storage off of it

Bathrooms off of it

Multi-purpose Rooms-

I would like 3 rooms, with movable walls; so they could configure into one, two or three rooms.

Like a sink, counter, cupboards & closet in each room.

One of the rooms to have a small stage off of it

Kitchen –

Off of one of the MP Rooms, accessible near the gym

Industrial equipment, counters, storage, etc.

Roll up windows into MP Room

Pre-School area-

Office

Bathrooms

Storage, cabinets, counters,

Class Room

Room Divider

Bathrooms-

Changing area

Sinks/Toilets

I'm not a fan of offering public showers

Outside-

Parking

Field

Playground

2015

Renovated Building:

Full Size Gymnasium (with partition)
Ample Storage for Rec Department Program Supplies/Equipment
Kitchen
Space for Recreation Offices
2 sets of bathrooms
Ample Parking

New Building:

All of the items listed above plus:

2 multi purpose rooms (meetings, etc.)
Game Room (ping pong, TV, board games, puzzles, etc.)
Individual Space (3 rooms and an office) with a separate, secured entrance for Celebrating Children
Pre-School
Playground that is comparable to St. Cyr Playground (if Celebrating Children were at the new building)
Weight Room
Portable Dance Floor (no permanent stage)
Warming Hut for Ice Skating and more lights for night skating

Jessica

Current and Future Recreational Needs
Multigenerational Recreational Facility
(A few random thoughts)
Eric Anderson - November 18, 2015

CURRENT:

1. Life Safety Code Compliance
2. ADA Compliance
3. Upgrade kitchen facilities
4. Upgrade staff's office facilities
5. Multiple meeting rooms
6. Groups' storage areas
7. Better storage for chairs, tables, etc
8. Upgrade heat/cooling system
9. Upgrade lighting
10. Accommodate the Town's need for a qualified voting location
11. Expand programs into adjoining structure
12. Distribute specific survey for a Community Center
13. Established an element in the Town's Master Plan for Recreation
14. Provide for at least twice the parking currently available

FUTURE:

1. Gym (e.g., two basketball or two dissimilar games concurrently)
2. Kitchen with serving area
3. Multiple meeting areas (10 persons to 250 persons)
4. Senior hot lunch program
5. Senior transportation as well as those challenged
6. Dining area
7. Teen Center
8. Game rooms
9. Accommodate Town's need for a qualified voting facility
10. Audio-video media rooms
11. Social media compliant
12. Organizations' secure storage space
13. Recreation field equipment storage/maintenance area
14. Sound PA system
15. PC projection capable
16. Internet accessible
17. Area courts - e.g., pickle ball, etc
18. Extend hours of operation 5:00 AM to Midnight
19. Provide for 2-3 times parking currently available
20. Note - DO NOT COMPETE with private sector Rec Facilities
21. Only provide services not otherwise offered
- 22.



TOWN OF BOW
Recreational Needs Committee
Minutes
December 16, 2015

The Town of Bow Recreational Needs Committee met on Wednesday, December 16, 2015 at the Bow Municipal Building, 10 Grandview Road, in Meeting Room B.

I. CALL TO ORDER

Chair Jack Crisp called the meeting to order at 6:10pm. Members present were Chair Jack Crisp, Selectman Eric Anderson, Cindy Rose, Jessica Ralston and Donna Morrison.

II. PRESENTATIONS

A. None

III. OLD BUSINESS

A. APPROVAL OF MEETING MINUTES

A Motion was made by Cindy Rose, and seconded by Eric Anderson, to approve December 2, 2015 minutes. Motion passed unanimously.

A Motion was made by Eric Anderson, and seconded by Jessica Ralston, to approve December 9, 2015 minutes. Motion passed unanimously.

B. CONTINUED DISCUSSION ON FACILITY REQUIREMENTS

Chair Crisp distributed a December 11, 2015 email from SMP's Anthony Mento that addressed both renovation and new facility requirements. The concerns & needs that were expressed in our last meeting with SMP were included in the distributed email list. The Committee spent this meeting reviewing each line item on the list to prioritize for SMP.

Multi-Meeting Rooms were discussed. One large room that could hold 75 people and one small room that would hold 25 were listed. The larger room could also divide into 3 meeting rooms that would each hold 25 people. This led to a Committee discussion on parking, and how important it will be to have sufficient parking for possible multi-functions. It was also brought up that the same parking concerns & issues exist at the Library.

The Gym in a renovated building will stay at the current size. A new facility would allow for a larger High School size gym that could be used with a divider curtain to accommodate 2 activities at the same time.

Usages such as a Teen Center, Game Room & Weight Room were discussed. The need & supervision for these activities in a Community Center were valid concerns.

Cindy Rose identified the need for the Groundskeeper/Maintenance Storage to be larger. An ideal scenario would be to build a building that would house all the equipment at the Hanson Park fields. A renovated building solution might be to look at the Fire/Rescue Building's garage bays.

Additional Storage issues for tables, chairs & fitness were also discussed. Currently, there are various other outside activity groups that use space for storage in the existing building. The Committee felt this is a policy issue and should be addressed by the Selectmen.

C. OTHER

None

IV. NEW BUSINESS

A. REVIEW QUESTIONS RECEIVED FROM SMP

Discussion continued including the need for clarification in some areas. These include the Entrance, Waiting Area for Parents, Coat Closets, Office Areas, Kitchen, Toilets, Meeting Rooms, Gym, Mechanical Room, and Storage were all discussed individually. The group would also like to know the total square footage of the current building.

The Committee then turned its attention to Life Safety/Panic Buttons, Audio Visual/Media Equipment and Electrical/HVAC/Plumbing. The possibility of adding a small sink/counter (kitchenette) to one or more of the small rooms should be included. It may also make sense for a small kitchenette in the waiting area.

The Committee would like to ask SMP what possibilities they see for including Celebrating Children Preschool and an outdoor playground area into the new facility design.

Ms. Rose will follow-up with SMP on these questions and concerns.

B. COMMITTEE PHOTOGRAPH

A Bow Recreational Needs Committee Members photo was taken for the Town Report by Selectman Eric Anderson.

C. OTHER

None

V. ADJOURNMENT

*A **MOTION** was made by Jessica Ralston, and seconded by Laura Beaudette, to adjourn the meeting at 7:36pm. **MOTION** passed unanimously.*

The next meeting is scheduled for Tuesday, December 22, 2015 at 4pm in Meeting Room B.

Respectfully submitted,

Cindy Greenwood-Young,
Recording Secretary

To: Cindy Rose <prdir@bow-nh.gov>

Cc: Jack Crisp <jack.crisp@crisplaw.com>; Eric Palson, SMP Architecture <EPalson@sheerr.com>

Subject: RE: thoughts

Cindy / Jack

Comments below in RED

We will review all these items at this week's session.

At this phase of the project it's important to keep in mind we're looking at the "big picture" of the facility. The rooms, all the necessary spaces and the adjacencies of each. The fact you need a panic button or intercom system will not play into the program right now. That said- its all useful information. But we will tackle all the fine details in phase 2 or 3.

Anthony Mento, Assoc. AIA

■ Project Manager

Sheerr McCrystal Palson Architecture Inc.

From: Cindy Rose [<mailto:prdir@bow-nh.gov>]

Sent: Thursday, December 17, 2015 10:03 AM

To: Anthony Mento, SMP Architecture <Amento@sheerr.com>

Cc: Jack Crisp <jack.crisp@crisplaw.com>

Subject: thoughts

Hi Anthony,

Our Recreational Needs Committee met last night and we reviewed the listing of spaces you sent us. We have some questions and thoughts. Here goes:

1. The committee agreed with the comments Jack and I had with regards to the questions you had sent Jack. **Okay**
2. Do you know the square footage of the current building (including fire and Recreation)?
14,376 gross sqft
3. Could you clarify the two Multi-Purpose rooms? Is it one room that is for 25 people and one room for 75 people, with the room for 75 people with the divider? Or, is the divider between the 25 room and 75 room?
 1. **The existing gym size is 3,942 sf. Design load 563 people, occupancy load 250 people. Shall be divided into two spaces with a curtain.**
 2. **A large meeting room for 75 people that can be divided into three spaces**
 3. **Small meeting room for 25 people**
4. We are a little confused with all of the toilets, just not sure the number of bathrooms with the number of toilets in each. If you could clarify that, it would be helpful.
The DRAFT program we sent you has three public bathrooms, each had a single toilet: men's, women's, family. One restroom for staff. Then a men's / women's changing room off the gym with a toilet in each.
5. We would like to see if the Pre-School with a playground could be included here.
We have one option that includes the pre-school / playground.
6. Please make sure a "dance floor" is included. This could be a wooden floor with mirrors and ballet bars in one of the MP Rooms or off of one.
Okay
7. We would like an area where parents could wait while their children are participating in an activity.
A separate room? Or is the lobby okay?

8. Possible weight room.
In an additional room?
9. What is your idea for the "Coat Area"?
We were thinking less of a "coat room" and allotting space for a coat rack, bench, shoe storage space along a wall.
10. We would like an area where Audio Video equipment could be included, probably in the larger MP Room.
In a small closet off meeting room
11. We would like a sink in the smaller MP Room.
Okay- will review at a later date
12. Where would the IT equipment be located?
Phone / Data room combined. If not required then a server could be located in office area.
13. We would like the inclusion of a PA System or Phone System where we could talk to the people in the different rooms from the office.
Okay- will review at a later date
14. We would like panic buttons included.
Okay- will review at a later date
15. We would like the increase in the following storage areas:
 - Gym Sports Equipment increased to 240 SF
 - Tables & Chairs increased to 240 SF
 - Fitness Equipment increased to 240 SF

Okay- Added area

16. We are inconclusive of whether or not storage would be available to outside groups. We do think a closet in the kitchen for the Men's Club would be something we would like.
Okay- current conceptual plan shows multiple storage spaces. Will review

17. Under "Gymnasium-New", are those listings just for a new facility? If so, in the current facility, we would need:
 - IT Closet
 - Electrical & Mechanical Room
 - Custodial Closet

These rooms are required for any project new or existing.

I think that covers it. Please let me know if you have any questions.

Thank you Anthony.



TOWN OF BOW
Recreational Needs Committee
Minutes
December 22, 2015

The Town of Bow Recreational Needs Committee met on Tuesday, December 22, 2015 at the Bow Municipal Building, 10 Grandview Road, in Meeting Room B.

I. CALL TO ORDER

Vice Chair Eric Anderson called the meeting to order at 4:05pm. Members present were Vice Chair Eric Anderson, Cindy Rose, Laura Beaudette, Darren Benoit, Donna Morrison & Chair Jack Crisp (late arrival). Also present was Town Manager David Stack, Eric Paulson & Anthony Mento from SMP Architecture.

II. OLD BUSINESS

A. APPROVAL OF MEETING MINUTES

A Motion was made by Cindy Rose, and seconded by Eric Anderson, to approve December 16, 2015 minutes. Motion passed 6-0 with one abstention.

III. PRESENTATION & DISCUSSION

Eric Paulson & Anthony Mento from SMP Architecture presented to the Committee drafts of preliminary Site Layouts. SMP has taken into consideration all the information gathered through past meetings with staff, department heads & the Recreational Needs Committee. Each program, event & organizational user's need was considered during the discussions that led to the drafts presented.

Mr. Paulson and Mr. Mento passed out a sample draft list that included the needs for space and storage on how to use the existing building. They would use the same needs and space list for a new stand-alone building. The current total square footage of the existing building is 14,376. This is the building total footprint. The graphic representations show the existing building with the Preschool for a total 12,146 square feet and the Grounds/Maintenance elsewhere. A second view shows the existing building with the Grounds/Maintenance for a total 12,749 square feet and the Preschool elsewhere. Each one can be configured in the existing space, but both cannot be there in the existing gross square footage. The difference in gross square footage between the existing building and the two layouts is the allowance for corridors, etc. Including the Grounds/Maintenance in the Community Center was not the preferred layout of the committee members. Due to the Fire Marshall's issues, there would have to be additional considerations like a firewall to include the ground maintenance equipment in the building. A renovated building solution might be to look at the Fire/Rescue Building's garage bays.

SMP took the two Fire Marshall reports and laid out answers to most frequently asked questions & concerns asked about using the existing building.

"Why is the building OK for children's recreation, when the State Fire Marshall told us it was unsafe for the firemen?"

"It isn't that the building is a dangerous building, it was the way it was being used was not appropriate to the way it was built. And you can change the way you use it and you can change a little bit of how it was built. Together you can get it into code compliance."

There was discussion of the presented bullet points on this subject. By using the building solely for a community center, most violations may go away, and others are potentially fixable in order to continue to use the existing facility.

- Required fire separation of storage, mechanical rooms
- Sprinkler System
- Fire Alarm System
- Wiring & Ventilation made compliant
- Eliminate upper storage & training area
- Kitchen probably relocated and made compliant
- Fuel & Vehicles out of the building

If all these matters are attended to, the safety question is primarily answered. The next question is, "Is it worth it?"

The presentation continued with a preliminary design of a New Facility. The total square footage of a new facility could be 18,022 including both preschool, grounds/maintenance and a new high school sized gymnasium with bleachers & run off. The existing building square footage could not accommodate preschool, grounds/maintenance & new gym.

The Parking, Entrance & Exiting issues were also addressed in each preliminary conceptual floor plan options:

- Option A: Relocate gymnasium with Grounds/Maintenance & play area
80 parking spaces
Entrance & Exit off of Knox Road
- Option B: Gymnasium stays put & add Preschool with playground
93 parking spaces
Entrance & Exit off of Knox Road and additional exit Bow Center Road
- Option C: Relocate gymnasium & add Preschool with playground
93 parking spaces
Entrance & Exit off of Knox Road and addition Exit Bow Center Road

The cost of demolition of old building was discussed and SMP would ask for a holding abatement of \$30,000 to \$50,000 to prep and clean site. This would include concrete removal but not asbestos. Building on the upper lot behind the fire/rescue building was discussed as a possible placement, but the site was a landfill. It can be used for parking, but not to dig.

IV. NEW BUSINESS

A. NEXT STEPS

As the Committee and SMP move forward, decisions need to be made on whether to include the Preschool and/or Ground/Maintenance. With renovating the existing building, is it a possibility to have Ground/Maintenance moved to the Fire/Rescue Building? Storage control needs to be clarified.

Utilizing cost benefits vs. new location will be critical in our presentation to the townspeople. Also, we need an estimate for the option of buttoning up the Fire Department side and keeping the Recreation side the same.

The Team will need to prepare a Warrant Article for next phase of the process to present to Select Board on January 26th.

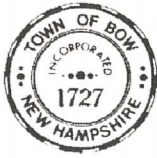
V. ADJOURNMENT

*A **MOTION** was made by Eric Anderson, and seconded by Cindy Rose, to adjourn the meeting at 6:10pm. **MOTION** passed unanimously.*

Chair Crisp will confirm a date for next meeting with SMP and notify the Committee Members. The next regular scheduled meeting is Wednesday, January 13, 2016 at 6pm in Meeting Room B.

Respectfully submitted,

Cindy Greenwood-Young,
Recording Secretary



TOWN OF BOW
Recreational Needs Committee
Minutes
January 13, 2016

The Town of Bow Recreational Needs Committee met on January 13, 2016 at the Bow Municipal Building, 10 Grandview Road, in Meeting Room B.

I. CALL TO ORDER

Chair Jack Crisp called the meeting to order at 6:04pm. Members present were Chair Jack Crisp, Selectman Eric Anderson, Cindy Rose, Laura Beaudette, Darren Benoit, Donna Morrison. Also present was Town Manager David Stack, Eric Paulson & Anthony Mento from SMP Architecture.

II. PRESENTATION & DISCUSSION

Eric Paulson & Anthony Mento from SMP Architecture presented to the Committee with more detailed drafts of preliminary Site Layouts. SMP has again taken into consideration all the information gathered from past meetings with staff, department heads & the Recreational Needs Committee. Each program, event & organizational user's need was considered during the discussions that led to the drafts presented. Mr. Paulson and Mr. Mento shared a detailed power point presentation with options presented last meeting. In addition, a New Facility option on the Fire/Rescue Building site was presented.

These options were reviewed – The Parking, Entrance & Exiting issues were also addressed in each preliminary conceptual floor plan options:

- Option A: Relocate gymnasium with Grounds/Maintenance & play area
83 parking spaces
Entrance & Exit off of Knox Road
- Option B: Gymnasium stays put & add Preschool with playground
93 parking spaces
Entrance & Exit off of Knox Road and additional exit Bow Center Road
- Option C: Relocate gymnasium & add Preschool with playground
93/96 parking spaces
Entrance & Exit off of Knox Road and addition Exit Bow Center Road
- Option D: New Facility built on the existing site of the Fire/Rescue Building.
88 parking spaces in upper & lower levels including green space & ball field/
Entrance & Exit off Knox Road and additional Exit Bow Center Road

III. OLD BUSINESS

A. APPROVAL OF MEETING MINUTES

*A **Motion** was made by Cindy Rose, and seconded by Eric Anderson, to approve December 22, 2015 minutes as amended. **Motion** passed unanimously 7-0.*

B. CONTINUED DISCUSSION REGARDING FACILITY REQUIREMENTS

Discussion continued on the following ideas & issues:

- Access to the Kitchen without disturbing ongoing activities
- Access to the Postal Mailbox
- Access to the pond for the Fire Department to pump water
- Circulation of traffic during Voting
- Boy Scout Annual Yard Sale tractor trailer drop-off
- Status of the Fire/Rescue Building
- No outside storage
- No vehicle or gas in the building
- Analysis of stability of the building platform
- Resurfacing the floors

The need for more recreation storage could be solved by using the new gymnasium height of 25 feet and adding a second story storage &/or mechanical space over the first floor storage rooms with access from the gym.

Taking into account all the requirements that have been discussed and shown in the various options presented, it would be helpful to assess these needs with a comparison list. What you have to do to renovate the building? And what can you do without in the building? Overlap of ideas may occur.

Identifying items that could be donated were discussed such as chairs, tables, equipment, etc. Larger donor opportunities could be targeted along the way such as columns, kitchen, gymnasium, etc. A natural amphitheater could be added to the green space giving a landscaping company the opportunity to donor materials &/or services.

Additional parking spaces could be expanded to the upper level behind the Fire/Rescue Building off of Knox Road. A pathway and stairs would be necessary to connect to the lower level area to the Community Building area.

Traffic concerns were brought up and the possibility of a round-a-bout or signalization. The entrances & exits for the Community Center and traffic flow need to be considered.

IV. NEW BUSINESS

A. NEXT STEPS

As the Committee and SMP move forward, decisions need to be made on which option(s) we will want to present at Town Meeting. Our options are to renovate the existing building, to build new on the existing site or to bring the existing building up to a baseline codes including closing off the Fire Department side all together. It will be the Committee's work moving toward Town Meeting to promote the need for a safe community/recreation center building.

Chair Crisp will work with the Town Manager to prepare a Warrant Article for next phase of the process to present to Select Board tentatively set for January 26th. The Warrant Article needs to include costs for a Survey & a Geo-Technical Report. SMP will prepare a presentation for the Select Board. Mr. Stack will contact the Town Engineer at Dubois & King for any existing survey information & share with SMP.

V. ADJOURNMENT

*A **MOTION** was made by Eric Anderson, and seconded by Darren Benoit, to adjourn the meeting at 8:10pm. **MOTION** passed unanimously.*

Chair Crisp will confirm a date for next meeting with SMP to present to the Select Board and notify the Committee Members. Cindy Rose will meet with SMP to confirm the recreation requirement list. The next regular scheduled meeting is Wednesday, January 27, 2016 at 6pm in Meeting Room B.

Respectfully submitted,

Cindy Greenwood-Young,
Recording Secretary

following information related to the program of spaces for the Bow Parks & Recreational and pre-school facilities was generated through meetings with f and department heads as well as the Community Building Committee. Our existing building inspection along with multiple building assessments lists of wants / needs were used to develop work spaces / storage needs assessment.

program, event and organizational user's need was considered during the discussions and led to the information herin.
independent assessment of the current and future space needs is to understand and accommodate the staff work spaces, storage, meeting areas and ancillary support spaces. Should the town opt to construct one unified facility it is believed there would be reductions in the needs for each of these spaces; primarily utility, storage and meeting spaces.

Facility	Space	Capacity	SF	Qty	Total SF	Near to	Equipment	Notes
Office								
	Vestibule		100	1	100			
	Lobby/Waiting	10 ppl	25	10	250	reception		table, chairs, rec info
	Coats		50	1	50			coat rack on wall, w/ bench & shoe storage
	director office	1 work sta.	100	1	100			
	open office	2 work sta.	80	2	160			Program Coord, Office Manager
	Reception Desk	5 ppl	15	5	75		computer	flexible
	mtg. rm/ break area	8 ppl	160	1	160			
	Kitchenette	4 ppl	100	1	100			
	Single Toilet		60	3	180			1 dedicated to staff
	Single Toilet		60	2	120			men's, women's
	Single Toilet		80	1	80			family room
	General Storage		120	1	120	conf.		office supplies
	Support Subtotal				1495	SF		
	Large Meeting room	75 ppl	15	75	1125			2/3-1/3 divider - Full A/V, video etc.
	small Meeting room	25 ppl	15	25	375			
	Commercial Kitchen		1	200	200			Stove, hood, 5 sinks, stainless counter top, open shelving
	Meeting Subtotal				1700	SF		
Gym - Existing								
	Gym		4000	1	4000		basketball, separation net	Divided into two courts
	Viewing room		150	1	150		adjacent to gym	
	weight room		400	1	400			
	changing / Restrooms		150	2	300			no showers
							Floor hockey, tee ball, soccer, helmets	Gym / Sports Equipment
	Storage Room		240	1	240		Tables & Chairs	Summer Camp
	Storage Room		240	1	240			
	Storage Room		120	1	120			
	Storage Room		240	1	240		fitness mats, balls, steps & weights	25 ppl
	Storage Room		120	1	120		voting booths	town voting
	Storage Room		120	1	120			Men's club
	Storage Room		120	1	120			Rotary club
	Storage Room		120	1	120			Cub / Boy Scouts
	Storage Room		120	1	120			misc.
	Gym Subtotal				6290	SF		
Utility								
	Grounds Maint.		2400	1	2400			
	Mech/ Elec/ Data		700	1	700			
	Sprinkler		64	1	64			
	Custodian		100	1	100		mop sink	supplies
	Utility Subtotal				3264	SF		
	Net Area				12749			
	Circulation				2549.8			20% of net
	Walls /voids				1274.9			10% of net
	Gross SF				16573.7	SF		
Pre-School								
	classroom		385	3	1155			
	offices		400	1	400			pre-school staff
	bathroom		40	4	160			3 children, 1 staff
	storage		32	1	32			
	vestibule		50	1	50			
	Pre-school Subtotal				1797	SF		
	Net Area				1797			
	Circulation				359.4			20% of net
	Walls /voids				179.7			10% of net
	Gross SF				2336.1	SF		

Following information related to the program of spaces for the Bow Parks & Recreational and pre-school facilities was generated through meetings with and department heads as well as the Community Building Committee. Our existing building inspection along with multiple building assessments lists of wants / needs were used to develop work spaces / storage needs assessment.

Program, event and organizational user's need was considered during the discussions and led to the information herein. Independent assessment of the current and future space needs is to understand and accommodate the staff work spaces, storage, meeting areas and ancillary support spaces. Should the town opt to construct one unified facility it is believed there would be reductions in the needs for each of these spaces; primarily utility, storage and meeting spaces.

Category	Space	Capacity	SF	Qty	Total SF	Near to	Equipment	Notes
Office	Vestibule		100	1	100			
	Lobby/Waiting	10 ppl	25	10	250	reception		table, chairs, rec info
	Coats		50	1	50			coat rack on wall, w/ bench & shoe storage
	director office	1 work sta.	100	1	100			
	open office	2 work sta.	80	2	160			Program Coord, Office Manager
	Reception Desk	5 ppl	15	5	75		computer	flexible
	mtg. rm/ break area	8 ppl	160	1	160			
	Kitchenette	4 ppl	100	1	100			
	Single Toilet		60	3	180			1 dedicated to staff
	Single Toilet		60	2	120			men's, women's
	Single Toilet		80	1	80			family room
	General Storage		120	1	120	conf.		office supplies
	Support Subtotal				1495 SF			
	Large Meeting room	75 ppl	15	75	1125			2/3-1/3 divider - Full A/V, video etc.
small Meeting room	25 ppl	15	25	375				
Commercial Kitchen		1	200	200			Stove, hood, 5 sinks, stainless counter top, open shelving	
Meeting Subtotal				1700 SF				
n- New								
	Gym		7626	1	7626		basketball, separation net	50'x94' high school regulation w/ 6' runoff three sides, Divided into two courts, 15' bleachers one side
	weight room		400	1	400			
	changing / Restrooms		150	2	300			no showers
							Floor hockey, tee ball, soccer, helmets	Gym / Sports Equipment
	Storage Room		240	1	240		Tables & Chairs	Summer Camp
	Storage Room		240	1	240			
	Storage Room		120	1	120		fitness mats, balls, steps & weights	25 ppl
	Storage Room		240	1	240		voting booths	town voting
	Storage Room		120	1	120			Men's club
	Storage Room		120	1	120			Rotary club
	Storage Room		120	1	120			Cub / Boy Scouts
	Storage Room		120	1	120			misc.
	Gym Subtotal				9766 SF			
	Grounds Maint.		2400	1	2400		maint. / grounds	
Mech/ Elec/ Data		700	1	700				
Sprinkler		64	1	64				
Custodian		100	1	100		mop sink	supplies	
Utility Subtotal				3264 SF				
Net Area					16225			
Circulation					3245			20% of net
Walls /voids					1622.5			10% of net
Gross SF					21092.5 SF			

Community Centers in NH

Meredith – Offices, games room, gym, art room, 3 Multi-Purpose Rooms, Kitchen

Gilford – Gym, games room, Fitness room, kitchen, offices

Wolfeboro- 2 buildings

1. 3 Basketball Courts, 1 Karate Studio
2. Arena-Ice or Roller Skating, Fitness Studio, Event Room

Wolfeboro-Renovated building-meeting area, MP Room

Laconia-Gym, Offices, Meeting Rooms

Lincoln-Woodstock- MP Room, Kitchen, ?

Seabrook-Gym w/Stage, MP Room w/Kitchen, Exercise Room

Concord-5 various Community Centers with the main one the former Dame School

Franklin-

1. Proulx Community Center-Gym & meeting rooms
2. Bessie Rowel CC-Gym, games room, activitiy rooms, art room, fitness and dance, conference rooms *old school*

Atkinson-MP Room (120 people), kitchen, 2 meeting rooms

Henniker-?

Tilton-Northfield-MP Room, game room, meeting rooms, kitchen, activity room

Brentwood-2 MP Rooms, full kitchen | Newmarket-MP room, classrooms, game room, kitchen, offices

Hanover-MP Room/gym, dining room, kitchen, Sr. Center, 2 Conference rooms, 3 activity rooms

To: Board of Selectmen
From: Harry Judd
Eric Anderson
Re: Draft Scope for the Community Building Committee
Date: April 12, 2016

STATEMENT OF PURPOSE:

1. Fulfill the directive of the 2016 Town Meeting and complete the site survey and have an engineering determination of the foundation quality.
2. Recommend uses for the Community Building.
3. Recommend whether the Community Building should be renovated or replaced.

STATEMENT OF SCOPE:

We recommend the following for the scope of the work of the committee.

1. Recognizing that last year's committee established the recreational desires of the town, this committee will not be revisiting that review.
2. Approach the project as having three time periods to be addressed.
 - i. Phase One: The immediate uses for the building. Review what can be done to make the building more usable this year.
 1. With a decision that the BFD is vacating, determine what must be done to modify uses before the move occurs.
 - a. E.g., explore moving the stove to an outside wall, but not rebuild the entire kitchen.
 - ii. Phase Two: What to do with the building as the BFD vacates.
 1. The entire building must be heated, etc. This examination would explore:
 - a. Uses for the space that remain: what is permitted, what is practical, and cost.
 - b. Identify the space that can be renovated for public use at minimal cost. E.g.,
 - i. Convert the apparatus bays into another large function room.
 - ii. Close the second floor.
 - iii. Use garages for storage of non-fueled equipment
 - iii. Phase Three: The long term resolution, either the renovation or replacement of the community building.

PROPOSED SCHEDULE:

We believe the committee should create a schedule to provide a final report to the BoS by ~~November 1,~~ ^{October} 2016.

COMMITTEE MEMBERSHIP:

We recommend a committee of 2 Selectmen and up to 5 citizens.

The committee should be composed of citizens who can assist in developing recommendations for the use and future of the building, as outlined in the three phases above. This worked well last year with the Public Safety Building Committee. Participation should be solicited with a clear statement that the recreational desires of the town are known, and that this committee will consist of knowledgeable individuals from the construction and design trades.

**BOW COMMUNITY BUILDING
&
POLICE DEPARTMENT SPACE COMMITTEE**

DRAFT MINUTES

October 26, 2016

The committee met at the Bow Municipal Building at 6:00 pm.

Members present: Jeff Knight, Jill Hadaway, Eric Anderson, Harry Judd, Mike Sampo, Cindy Rose, Chip Johnson and Jack Reardon.

The Committee discussed their observations about the buildings visited by the Committee on October 17, 2016.

The Committee agreed that Eric would discuss space needs with the Director of DPW.

The Committee agreed on where test borings should be done in the Community Building.

The meeting adjourned at 7:00 pm.

**BOW COMMUNITY BUILDING
&
POLICE DEPARTMENT SPACE COMMITTEE**

DRAFT MINUTES

November 2, 2016

The committee met at the Bow Municipal Building at 6:00 pm.

Members present: Jill Hadaway, Eric Anderson, Harry Judd, Cindy Rose, Chip Johnson and Jack Reardon.

The Committee discussed Eric's report re the need for the DPW to accommodate sleeping arrangements for truck drivers on long shifts.

The Committee agreed that Jill would research the requirements for ADA access in the second floor of the Police Department space, and available types of accommodation.

The Committee agreed to meet henceforth at 5:30 pm, but not on November 23, 2016 due to the Thanksgiving Day holiday.

The meeting adjourned at 7:00 pm.

TO: Board of Selectmen
FROM: Community Building Committee
RE: Recommendations
DATE: January 27, 2017

1. EXECUTIVE SUMMARY

The Community Building Committee ("Committee") met since appointment to meet the requirements of Warrant Article __ from the 2016 Town Meeting, and to develop recommendations for the future of the Community Building, and the space presently occupied by the Police Department and the Kaufman Building. The Committee toured all three of the facilities and met with professionals concerning the quality of the buildings and potential future uses. The Committee also reviewed the results of test borings performed on the Community Building and discussed the potential for renting the space occupied by the Police Department.

In summary, the Committee recommends:

- Buildings
mem
to
improve*
1. Seeking authority from the 2017 Town Meeting to repurpose the unexpended funds from the 2016 Warrant for the purpose of performing necessary repairs to the existing building. The unexpended amount is approximately \$25,000.
 2. Seeking an additional \$25,000 to be added to the above \$25,000 for a total of \$50,000 to be used as shown below.
 3. Costs to be spent
 - (a) **Community Building** – Short term
 - (i) Renovating the kitchen by installing a wall between the kitchen and current gym as well as install a proper hood system for the stove which would give it limited use.
 - (ii) Add a wall and door in Cindy Rose's space for a second means of egress.
 - (iii) Add some additional sheetrock to separate and fireproof the wall in the rear of the space between the gym and the old fire station.
 - (iv) If funds allow, remove and redo the kitchen floor, cabinets and sink (the Committee felt that this could be done through a couple of work days with people from the town).
 - (b) **Community Building** – Long Term
 - (i) Do nothing else now and let the fire department move out of the space and clean up the building. Let the Committee meet again next year and determine long term use of the space.
 - (c) ~~Kaufman Building~~ **COFFIN**
Agreed to rent this building out for short term leases, 3 year term. The group thought it could rent for \$1,500 to \$1,750 per month. Must make sure the access to this building is limited to behind the Community Building and also limit the access above

*\$50,000 Warrant Article
\$25,000 from FB → \$25,000 from
MFB*

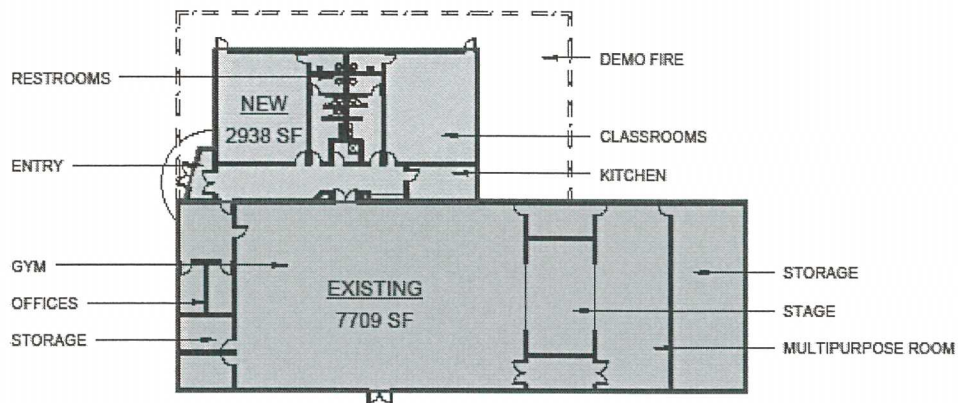
ADA ? ↑

to not allow parking in the upper parking lot. This would bring in some additional revenue to the Town.

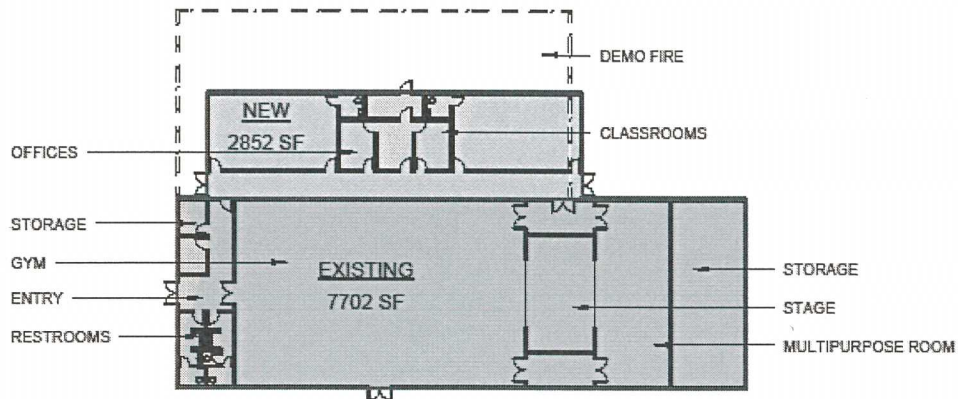
(d) **Police Department**

Renovate space occupied by the Police Department as follows:

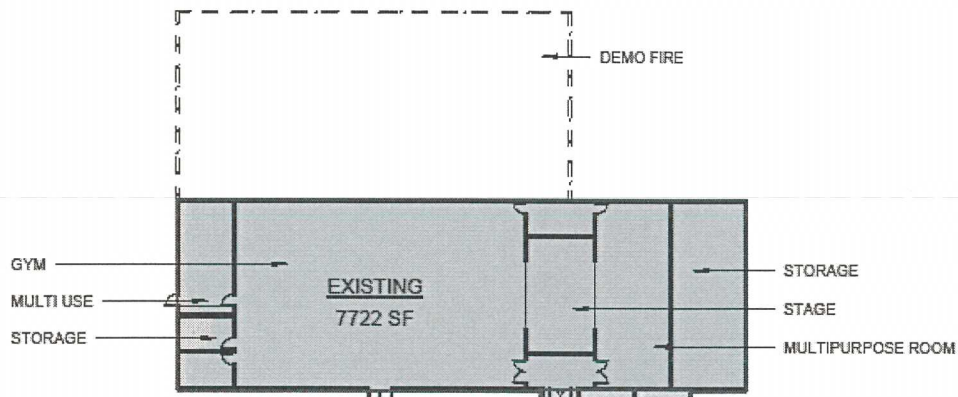
- (a) Convert the former dispatch center as a day room for the School District bus drivers
- (b) Use the present access from the parking area to booking as the location of a walk-in vault for Town records
- (c) Open the booking room to DPW and convert it to a proper conference room
- (d) Use part of the second floor as sleeping space, etc., for DPW drivers, to meet DOT requirements, and open access to the space from DPW
- (e) Make the remaining space on the first floor available for use to the Heritage Committee



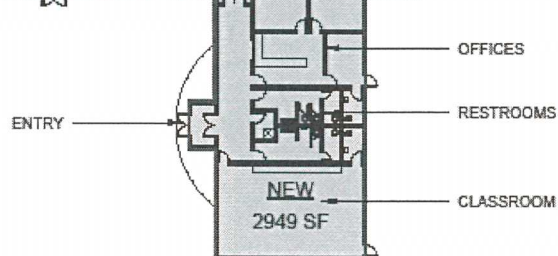
OPTION A

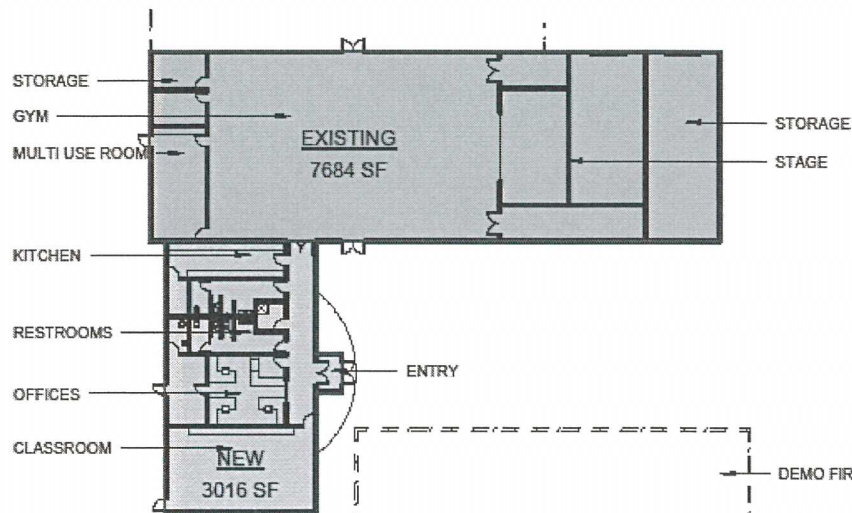


OPTION B

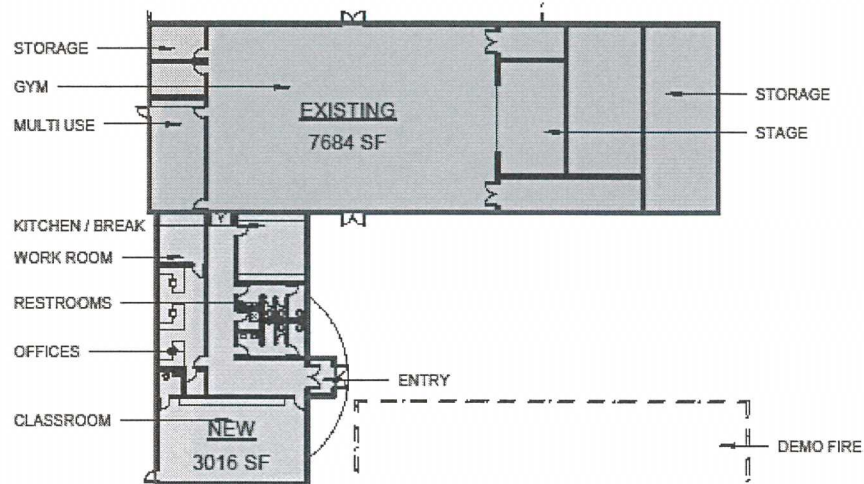


OPTION C

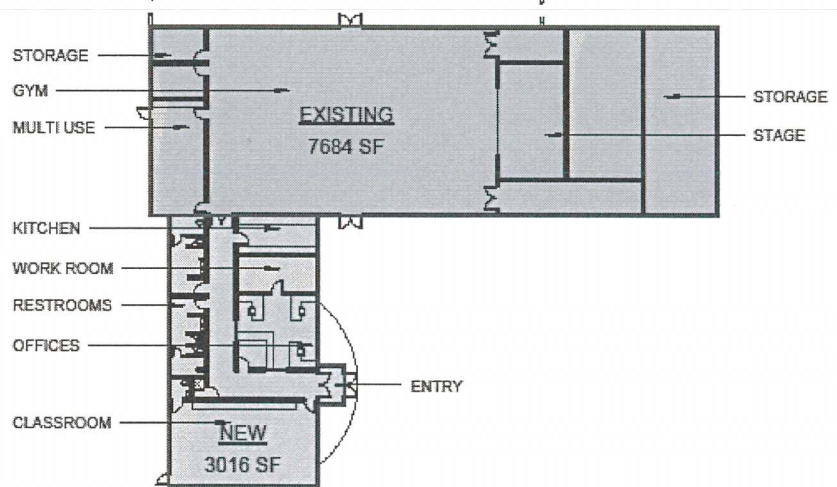




OPTION C1



OPTION C2



OPTION C3