



Farley Building Committee Minutes February 17, 2021

The meeting was held via Zoom starting at 4:00 pm, Wednesday, February 17, 2021

Members present:

Kevin Anderson, Chairman-Community Volunteer
Doug Cleveland, Planning Board representative
Karla Vogel, Heritage Commission representative
Michael Bates-Historic District representative
Lynn Schur, Community Volunteer
Dr. Jeanne Smith-Cripps, Community Volunteer
David Sullivan, Community Volunteer
Mike Leavitt, Budget Committee representative
Lori Radke, Town Administrator (non-voting)
Joan Cudworth, Director of Public Works (non-voting)
Absent: David Petry, Select Board representative

Karla Vogel approved the minutes of February 6, 2021, second by Michale Bates, motion passed.

Discussion –

Kevin Anderson asked the group if anyone was able to get a square foot number for the Town Hall, Town Clerk, and SAU needs. Mike Leavitt said the Clerks office is about 1,000 square feet. Kevin Anderson said he researched the Assessing website and saw that the TH had about 3,500 square feet and the SAU had about 3,500 of space. Mike Leavitt said the SAU estimated that they need about 8,00 square feet of space for office and storage. He said he would forward the Barn upgrade proposal, which includes minor upgrades to the SAU building. Kevin Anderson said his rough calculations for the Farley Building were about 3,500 per floor. This would work well for TH and Town Clerk, but the SAU needs are more than available. As far as the Town needs, this is a viable option.

Mike Leavitt addressed some concerns about having the town clerk in the Farley building because out-of-town traffic was close to the school. David Sullivan suggested putting the Town Clerk back into Town Hall to avoid paying rent. Kevin Anderson asked what year the town clerk started renting. Lori Radke said in 2011. She asked about the out-of-town traffic. Mike Leavitt mentioned car dealers and other people needing the town clerk services.

Doug Cleveland addressed the facility study conducted years ago, saying the lower town hall needs 6,500 square feet. Kevin Anderson agreed and noted that the TH might fill the entire Farley building. Lori Radke suggested filling two floors with only TH staff may be too much space that is needed. Kevin Anderson said the numbers come from the facility study and maybe more than what is required. However, there was discussion about utilizing space for recreation, and he said there might be more uses than were currently being used in Town Hall.

Doug Cleveland mentioned that the square feet suggested in the study for TH and Town Clerk still leaves about 1,000 extra square feet if both 1st and 2nd floors of Farley are used for TH. Kevin Anderson said that some departments would stay in Th, and some departments would move Farley based on what Doug Cleveland was saying. Lori Radke said that splitting the departments would be difficult.

Mike Leavitt mentioned the records in TH need to be moved because the basement is often wet. Kevin Anderson suggested keeping in mind the structural integrity of the building when storing files. Several committee members agreed that the basement in Farley would be a perfect space for storing records.

Kevin Anderson asked Lori Radke if TH deals with the town clerk. She said yes. As a former Town Clerk, I was in the same building and often worked with other departments. It was instrumental that we were in the same building. Also, it's one-stop shopping for anyone wanting to pay taxes, register a car, register to vote. Mike Leavitt mentioned that unlike other town clerks, the Hollis Town Clerk is a separate entity. They report their financials only to the Town.

Kevin Anderson asked Mike Leavitt about the parking needs for the town clerk. Mike said the need for parking has decreased because of the appointment schedule and believes it will continue past the COVID-19 requirements. He noted about a dozen spots would be needed.

Joan Cudworth wondered if the Town owns both driveways as the school uses the driveways for bus traffic. Kevin Anderson believes that both driveways belong to the Farley Building. Joan Cudworth said the committee would need to take the bus schedule into account when making recommendations. She suggested the committee observe the traffic flow during the next few months or so.

Lynn Schur mentioned the school having access to the school from Proctor Hill Road to avoid the four corners. She also suggested turning the current meeting room in Th to office space and putting a new community room in Farley. Lori Radke talked about the lack of parking around the present TH. Stating it could be dangerous as people need to cross the Street. She suggested another option is to tear down the community center meeting room and use that for parking.

Doug Cleveland talked about Proctor Hill Road's access—He said there is an application to develop some land off of Love Lane; however, access from Proctor Hill to Love Land would not be possible. Several years back, the planning board talked about Monument Square's reconfiguring and connect the Farley property to the Th property.

Kevin Anderson said the Farley sits in three parcels. The school is using some parcels. He suggested at some point; the school needs to be contacted to understand their needs better. Doug Cleveland said there is quite a bit of wetland behind the building, which might affect parking. Kevin Anderson said he would walk the property this weekend. Mike Leavitt said the land is divided by two long lots cutting the parking area in half. One lot is 1.9, the other 1.2 acres.

Kevin Anderson asked about when the SAU gave back the building to the school and realized they gave up their parking? Doug Cleveland said it belonged to the HSD, and the HSD leased it to the Coop for one dollar a year. When the Coop no longer needed the building, the HSD then gave it to Town. They all knew the parking belonged to the Farley. Kevin Anderson said this adds another layer to consider when making recommendations.

Doug Cleveland asked about ownership of the northern part of the middle school and Farley boundary and has it been resolved? Lori Radke mentioned she spoke to the SAU. Mr. Corey said he would have a discussion with the coop to see if they would be willing to pay half the cost for the property to be resurveyed as the final plan was never signed. The coop has yet to meet to discuss this issue. Doug Cleveland said this issue should be resolved before the committee moving forward.

Kevin Anderson asked if the committee should moved forward under the assumption that the Town owns the entire parcel, including access and parking. Lori Radke said she would follow up with Mr. Corey. Kevin Anderson suggested contacting Rick Towne for safety concerns regarding access. Mr. Cutwor said she would reach out and

talk with Rick Towne. David Sullivan indicated if buses come up Love Lane and wrap-around back and exit, Cavalier Court would eliminate the need to use Farley driveways. He also said there are dumpers and storage units behind the middle school that could be used for additional parking. Doug Cleveland said that was one of the thoughts with the land swap.

Kevin Anderson said these were all valid points but asked the committee to define our scope. Is our scope to focus on the entire property or just the building? Mike Leavitt said we could concentrate on the building and mention other issues related to the other properties. Michael Bates and Lynn Schur both agree the properties and building need to be discussed together.

Kevin Anderson, do we want to structure this in steps. The first step is to discuss the building second step to discuss the properties and who would be affected, such as SAU and emergency services.

Lynn Schur mentioned there are as many cars as busses picking up students, impacting Main Street. There may be more traffic on Main Street than Broad Street. Kevin Anderson said this might become a more significant issue.

Lori Radke asked if it would be helpful if a smaller sub-group were to form and meet with the school and other departments to answer questions. Kevin Anderson agreed but would instead have the committee focus on the use and then go from there.

Doug Cleveland was concerned the 8,000 square feet the SAU needed was excessive and wonders where they came up with that number. Mike Leavitt said he has the SAU presentation for the additional proposed space and will send it to the committee. Doug Cleveland said considering the town needs and SAU needs, the first floor Farley could be used for the TH, and the second floor could be utilized for the SAU. Plus, the basement could be used for for storage.

Kevin Anderson said it sounds like a peaceful solution and should keep it in mind. He asked if we were to poll the committee that they would be leaning toward using for town services. Doug Cleveland said he would need to see the cost numbers before making that determination. David Sullivan said there was talk of tearing it down going with a new structure. He believes it worth saving but will need to add an elevator which can be added to the back, and renovate the rest of the building, as a lot of work has been done in previous years. Karla Vogel said we could gut out the building and restored it with new utilities; then it would be useful. Lynn Schur asked about the structural engineer study that was conducted several years ago. The one on the website is not the engineering study she remembers seeing. Kevin Anderson said he would reach to the structural engineer to see if they had additional information. Stephenson Engineering did two studies. She believes the discussion happened during the HSD meeting. David Sullivan has a study from 2007, which may be the study Lynn was addressing.

Kevin Anderson asked what our next goal between now and our next meeting should be. David Sullivan said we should focus on the town needs before the SAU, and if we do move TH, which departments. Kevin Anderson said he wanted to take today's discussion and expand it to our next meeting. Karla Vogel said she would consider the possibility of restoring the building. Kevin Anderson said the uses would drive whether we restore, rebuild, and to what extent.

Doug Cleveland said unless it cost prohibited, the Town should decide what departments can be moved to Farley and then see if the SAU could use the space. He suggested asking the Town if the Farley was up to code what the Town would use it for? Lori Radke said she would speak to the Select Board at the next BOS meeting.

Meeting adjourned at 5.21 pm

Next meeting is schedule ford Wednesday, February 24 at 4:00 pm.

Submitted by,

Lori Radke

Town Administrator