

## **Belmont Town Facility Strategy Committee Meeting – September 19, 2017**

Attendees: Tom Garfield, Donna Hepp, Pret Tuthill, Woody Fogg and Gail Mitchell

**Next proposed meeting: Tuesday, October 3<sup>rd</sup> at 6pm Corner Mtg House 1<sup>st</sup> Flr**  
**\*\*\*Alternate date is same place/time October 10<sup>th</sup>**

### **Meeting Notes:**

Welcomed guest, Gail Thomas from Library Board. Committe approved notes from Aug. 22<sup>nd</sup>..

Discussed update with Sonny Patten and Sept. 11<sup>th</sup> Board of Selectmen Meeting. LRGH will be relocating Doctor's Office in Belmont Mill in December to another location. BOS indicated that did not plan to lease the vacant space or make any improvements to the Belmont Mill. Town will hold LRGH to paying rent for the remaining term of lease (2 years). BOS agreed to include Committee update on agenda for their next meeting on September 25<sup>th</sup>.

Committee discussed format and information needed for a public Open House on Town Buildings at Belmont High School on October 11<sup>th</sup> from 4-7:30 pm. Approach we settled on is to set up room (cafeteria) with tables around sides and some seating in the middle. Provide a greeting table with sign in sheet, handout on process and comment sheet. Box will be placed on table for public to drop off their comment form.

### Open House Schedule:

3:15-3:50 pm Set up Room

4:00-6:00 Open House – Public signs in and walks around the tables for information & questions

6:00-6:30 Overview/update on Facility Strategy and next steps, encourage use of comment sheet

6:30-6:45 Continue to answer questions as needed

6:30-7:30 Continue Open House

7:30-7:45 Close Open House and return room to original condition

### Information Tables:

Each table provides information about one of the Town buildings and a person available to answer questions. There will be table for the Bank Building, Belmont Mill, Library, Police Station and Town Hall. These are the buildings the Committee recognizes offer most significant challenges and opportunities. We would also invite other Departments like Fire, Public Works and Social Services to have a table as well or devote 1-2 tables to remaining buildings and Departments. Person to staff the table could be a staff member or a Strategy Committee member. The idea is to provide information, to share some of the challenges and opportunities but not to try to persuade or lobby. We're providing information and asking citizens what's most important to them. We also agreed to provide a table for the Gale School Committee. While as a School District building, it is not included under our charter, there is significant public interest in its future use or fate.

### Overview/Update:

Share why the Facility Strategy Committee was formed, why we need public input and what we're working toward. Hit some highlights of what we've learned and the many options to consider as a

Town before moving forward. Invite them to assist us with their ideas and concerns so we can build practical options for how to house Town staff and services in the future.

#### Comment Sheet:

Share some basic information about challenges/opportunities with some Town buildings and ask public to rate their level of concern and rank building needs in importance. To avoid concern about sharing thoughts in public, the comment sheet can be anonymous. The sheet can also leave room for suggestions and open ended feedback on the process or specific buildings and/or programs.

The Committee agreed it would review draft language for the description of the format, talking points for the update, the comment sheet and next steps with the Selectmen at the Sept. 26<sup>th</sup> meeting. We agreed it would be beneficial for as many of us as possible to attend the BOS meeting. Prior to the meeting, we will fine tune the material to share with the Selectmen and also ask if they would support paying for an ad in the Laconia Sun to help with outreach and attract more participation in the meeting. We will also use the contact list we've begun and continue offering articles for the Town newsletter and a draft press release for the Open House. We agreed to meet again on Tuesday, October 3<sup>rd</sup> if possible to refine our approach to the Open House based on feedback from the Selectmen.

As discussed previously, we agreed that sharing our insights with photos of some facility challenges we found such as cramped police dispatch center and office space, marginal office space in Town Hall basement and safety and accessibility challenges. Pret Tuthill offered to take photos that could possibly be shared as slides during Open House.

Donna provided several broad options of using combinations of existing buildings and improvements. We discussed these concepts to demonstrate the range of options that could be shared to kick off public discussion. After spending a little time with these, we leaned back to the comment sheet approach as the primary focus for the Open House, so we can engage the public in exploring and building alternatives to gain their ideas, understanding and support.

We proposed October 3<sup>rd</sup> for our next meeting with an alternative of October 10<sup>th</sup> if the earlier wasn't possible for all Committee members.