

**Community Facilities Sub-Committee
Wolfeboro Planning Board
2018 Master Plan Revision**

April 6, 2018

MINUTES

Members Present: Mike Hodder (co-chairman), John Thurston (co-chairman), Julie Jacobs, Aaron Morrissey, Linda Murray, Dave Senecal, Paul Whalen.

Staff Present: Matt Sullivan, Director of Planning & Development.

Meeting Opened: Mike Hodder opened the meeting at 8:45 AM.

Mike opened the meeting with a discussion of the agenda, noting access to relevant documents can be had from the Town's GDrive site. He noted there are only 25 weeks before the deadline for delivery of the chapter and questioned the need to visit each facility. Aaron advised the sub-committee to request input from department heads about their facilities. The sub-committee agreed on a list of sites that should be visited and agreed the next site visit would be on Friday, 4/13/18.

Matt opened a discussion about the contents of the chapter, noting content for the final draft should include thumbnail sketches and overviews. Linda and Paul both questioned how sub-committees handling different aspects of the same department would handle their differing remits. Matt stated the Planning Board would discuss this.

Mike made a motion to approve the Minutes of the March 16 meeting and the site visit meeting Minutes of 3/16, 3/23 and 3/30; seconded by John; passed unanimously. The meeting moved to a site visit of the Brewster Memorial Town Hall facility, the tour facilitated by Matt.

This building, an historic multi-level brick and wood framed structure, is centrally located on Main Street. Also known as the Wolfeboro Town Hall, it serves the community with town offices and a large function hall. On the ground level there are four distinct office areas for public services. The basement level is partitioned into several separate rooms where space needs for departmental files, IT servers and a modernized heating system are provided. Other partitioned rooms remain unoccupied. Basement air quality and humidity levels need attention. A modern humidity monitoring system supported by an air exchange system to provide quality air should be a future priority.

The top floor includes the Great Hall, accessed by ADA-compliant elevator and stairways. This is a large, staged, open space serving as a public meeting area and function facility supported by a kitchen services area. Wolfeboro Community TV is positioned in the balcony area to record meetings of town boards and other public events. The Howard clock tower can be accessed from the balcony.

The building exterior is in good shape. The parking area has been newly paved.

Members questions included:

1. How are the fans utilized year-round?
2. How to get heat to sprinkler pipes in the upper levels while controlling inflow of cold air?
3. Cold air drafts and heat loss were noted around window casings, some of which are not trimmed.
4. Existing air grates in basement level do not appear functional.
5. The Town Clerk's vault is not fireproof.
6. The Town Manager's side of the building lacks adequate heating.
7. There are external cosmetic deficiencies due to leaks.