

**Town of North Hampton**  
**Municipal Campus Advisory Committee**  
**Report and Recommendations**

**Executive Summary**

This advisory committee of George Chauncey, Chairman; Michael Castagna, Vice Chair; Wally Kilgore, Secretary; Jenny Marshall, Kendall Chevalier, Paul Marquis, Sandy Dewing, and alternate Vin Carbone has been charged by the Select Board to review, discuss, and recommend the best option to successfully solve the town of North Hampton's facilities' needs.

Members of the committee offered their opinions as to why the last two proposals failed to garner the necessary 60% to pass the referendum presented to the voters. Discussions ensued about what criteria would be successful. The committee looked at two specific issues:

- ☐ The design of the projects, identifying a scope of the projects that would ultimately reduce the cost and would be acceptable to the resident voters.
- ☐ The processes followed in the last two failed attempts, identifying procedures that should be followed next time.

**Opinions and Observations**

- ☐ The price tag for the municipal project was too high.
- ☐ The procurement process for the selection of the architect and the construction manager appeared neither competitive nor transparent.
- ☐ Although the project was vetted in several different forums and charrettes, public perception is that all possible scenarios were not explored in sufficient depth before the final concept was presented.
- ☐ Public perception is that the process was done in a vacuum and then presented to the public.
- ☐ Maintenance of town facilities is sporadic, shortening the life cycle of systems and structures. This Band-Aid approach to maintenance needs to change.

## **Recommendations**

It is understood that parts of the fire, police, and library facilities are in extreme disrepair and need to be upgraded in some form. The police and fire facilities' space requirements are governed, in part, by state and federal regulations.

The Municipal Campus Advisory Committee recommends the following:

- ☐ The Library should be a standalone facility, built on the Homestead Property and should be no larger than 12,000SF. The library will be responsible for raising funds for the Library Project as per the original agreement between the Select board and the Library Trustees.
- ☐ The town offices should occupy the existing library building. It is understood that renovation costs for the roof and mechanical systems have been allocated in previous budgets; the balance of the fit up will be part of the new project.
- ☐ The police department will regain the use of the space currently occupied by the town offices.
- ☐ The fire department facility will be located in the same place as the existing one. During construction, the department can be moved temporarily to the homestead site with staff and personnel needs housed in temporary trailers and a temporary bubble structure can house the department apparatus equipment. An alternate temporary location could be the DPW site.
- ☐ The process of vetting the project should begin with the formation of a Facility Committee that will oversee the entire project development process leading up to town meeting vote. Members of the Facility Committee should include one or more members of this advisory committee, one selectman, and an advisory representative of the fire department, police department, and library trustees, as well as at least one town employee. The committee should also include at least 2 professionals with design and/or construction experience. The committee should have no more than 10 people. All meetings should be held in a public forum, televised if possible. All interviews with design and construction bidders should be in a public forum. The process should also be covered via social media including, but not limited to, Facebook and Twitter.
- ☐ Phasing of the project should run as follows:
  - Fire station (external renovation to the police station could happen simultaneously)
  - Library building
  - Renovation of old library building, move town offices
  - Complete police renovations

## **End of Report**