



Fire Station Building Review Committee

Unapproved
Meeting Minutes
Wednesday, July 20, 2016

Selectman Brown opened the meeting at 6:02 pm

In Attendance: Selectman Allan N. Brown, Peter Wyman – Fire Department, Peter Ladd – Energy Committee, Howard Kirchner – citizen at large, Anthony Mento – resident/Architectural Designer, Ed Raymond – Fire Chief,, Kimberley Edelmann – Budget Committee, Janice Loz – resident/Zoning Board of Adjustment Chair

Absent: David Hartman – citizen at large

Others present: Ed Mical, Stephen Hall, Varick Proper

1. Meeting Minutes

Peter Wyman moved to approve meeting minutes dated June 22, 2016. Ed Raymond seconded the motion. Anthony had a couple of corrections in section Page 3, 2R,. Motion passed unanimously.

2. Apparatus Bays

- A. The bay is 6,560 square feet with 14' doors.
- B. Allan said he has been out talking to people and is learning residents are scared and concerned about the proposed size of the building. Allan said we need to look at the building size really carefully. Janice asked if the small equipment, ATV, lighting, boat trailers etc. can be stored in a different building on the property? Allan asked if it is cheaper to build a small garage than it is to build another bay. Anthony said his gut is telling him to build a partial bay instead of another out building.
- C. Kimberley said it's nice to save money, but at the same time, the current fire station, when it was built, how long did it take before people realized it wasn't big enough. Ed said it took about 10 years.
- D. Allan said another item of concern for the residents of Split Rock is they do not want to see the building so there will be a lot spent on landscaping buffers.
- E. The Committee determined that looks and cost are the two major factors. Anthony said we need to go to Town Meeting with real clear graphics of the building.

3. Method of Construction

- A. Allan talked about discussing North Branch's presentation and preparing for Town Meeting, having informational meetings as well as visuals. He said there is limited funding to use and asked Anthony for his opinion because he is in the architectural business. Anthony said he thinks Allan is right, the Committee needs to talk about North Branch's presentation of the project delivery methods. Anthony said in answering Allan's question directly, municipal projects require a step approach, come up with information, develop a conceptual rendering of what the building could look like on site and a conceptual estimate of the cost, and then go to Town Meeting with that information with a full presentation including the history, goals and needs. He said additional funds will be needed to get the engineering designed and then priced more firm over next year and come back the following year at Town Meeting with a hard number on the cost. Anthony said because this Committee has compiled a lot of information for the architect he feels their fees may be lessened for the plans and conceptual options and renderings to go to Town Meeting to asked for money to do the next level of actual plans, specs and cost. This is the construction management approach. Allan said he wants to be able to control the project, Peter Wyman agreed.

- B. Anthony explained the construction manager works for a percentage which is worked out in the proposal. He said his firm likes construction management because it takes the pressure off the architect to come up with costs.
- C. Howard said he's in favor of construction management, he thought it was the best from the standpoint of the town.
- D. Anthony also said the design build also works well. You can hire an outfit that will allow the architect to be involved and work with you. The process is similar to construction management, but the contractual agreement is reversed.
- E. Allan reminded the Committee that a survey and a geotechnical survey still needs to be done as well. Howard asked Allan what he thought the Committee should come up with between now and September 15th. Allan asked if the Committee needs to have the size of the building before approaching an architect. Anthony said what the Committee has right now is plenty for an architect. The details will be worked out with the architect.
- F. Allan took a poll on who favors construction management: Kimberley – yes, Peter Wyman – yes, Anthony – yes, Howard – yes, Janice – yes, Peter Ladd – yes, Allan – yes. Allan asked the Committee if they are ready to recommend construction management to the Selectmen, a unanimous yes was heard.

4. Time Line

- A. Anthony said he put together a time line listing tasks and placing rough dates. Since the committee decided upon a delivery method it's time to set some new goals and a time line for the project. He said we need to be working on the presentation to make a case to the community.
- B. Allan said another item that needs to be done is create an RFP for an architect. Allan will also obtain the meeting dates for CIP and the Budget Committee.
- C. The Committee talked about how to keep the public informed. Peter Ladd said there are people that don't understand what the fire department actually does. There's a Sunday open house all summer long with very low attendance.
- D. Anthony said the need to communicate is a huge piece of this entire process. We really need to have a power point that is graphically interesting. All the information we have talked about needs to be put into one source. And he feels it starts with the initial questions, because that was our Charge and he hasn't seen any of those answers. Allan said you will find the answers in the minutes. Anthony said the last time he brought this up which didn't make the meeting minutes, the Town Administrator was going to do that. Allan said he is going to talk to the Town Administrator. Anthony said if it's not going to happen, then someone on the Committee is going to need to. Anthony feels strongly the Committee's answers to the Charge needs to be part of the package and put into the presentation. Peter Wyman said there was a meeting where we went through every single question on the Charge. Allan said the Chief was also asked to get pictures to show the congestion when they respond to a call. Anthony said once we get an architect on board we need to have a public presentation immediately, a listening session explaining what we have done to date as well as the questions answered for the Selectman and then ask the public what they want, start with that. And then we can have the architect and the Committee develop the conceptual. Anthony feels it is better to work step by step with the public rather than springing it on them. And then a big presentation at Town Meeting, this process is the only process he has seen to be a success. Janice said she will look into the questions.
- E. Allan asked how do we create an RFP. Anthony said you find one and change it around to suit your project. Anthony said he has multiple versions from other communities that he can share. Allan asked Anthony to send him a couple of versions of RFPs. Howard asked when do the Selectmen come into this process. Allan said when money is involved. Allan said he will bring the construction management recommendation to the Selectmen on July 26 as well as informing them money will be needed for an architect.

- F. Kimberley asked if the survey that needs to be done could impact the location of the building. Allan said no. Kimberley asked what are the survey's for. Allan said to show the architect where the property lines are, how much space is available, and the topography. The geotechnical survey will tell you what kind of soil samples there are for where you want to pour your concrete, and what your barring load is going to be. Anthony said the first 3 things an architect wants to know is topo, boundaries and geotechnical report, they can't do any work without this information.
- G. Peter Ladd, speaking on behalf of the Energy Committee, said the consensus from the Energy Committee is we should have someone involved that is an actual expert in energy construction detailing, he said it could rolled into the RFP. Allan asked Anthony if that is possible or do we have to get somebody special. Anthony said his firm has in-house experts that are energy professionals and his firm doesn't design a building unless your exceeding the energy code by 50% or more. Peter Ladd said Margaret Dillon is an energy consultant who completed the energy survey of all town buildings, she has been recommended by several energy people. She could advise this Committee directly. For an hourly fee Margaret would attend a meeting to provide guidance. Peter Wyman said if we hire an architect that has energy expertise then why would we spend money twice. Anthony said since we are working towards a conceptual design for Town Meeting he feels Margaret's involvement is premature at this time. Peter L. said that's fine, we can work on it later.
- H. The next meeting on August 3, beginning at 6:00 pm, the Committee will review RFPs.
- I. Anthony provided the Chair some thoughts about the process (hard copy). He's trying to get everyone on the same page with trying to fulfill their obligation and to move it along quicker.
- J. Kimberley asked the Chair if he would like her to write an article in the Intertown Record about what this Committee is doing. There was a unanimous yes.
- K. Kimberley said Anthony mentioned earlier in a general conversation the Canterbury Fire Station is deceiving in size and she asked Anthony for more detail. Anthony said it was developed to look agricultural because it's on old piece of farm property and is set back far from the road. Allan said he is hoping the office complex will hide the garage part of the building.

5. Adjournment

A motion was made and seconded to adjourn at 7:36 pm.

Respectfully submitted,
Mary Whalen
Recording secretary