



Fire Station Building Review Committee

Meeting Minutes
Wednesday, August 10, 2016
APPROVED

Selectman Allan Brown opened the meeting at 5:33 pm.

In attendance: Selectman Allan Brown - Chair, David Hartman - Citizen, Howard Kirchner - Citizen at large, Janice Loz - Resident / Zoning Board of Adjustment Chair, Ed Raymond - Fire Chief, Peter Wyman - Fire Department

Excused: Kimberley Edelmann - Budget Committee (due to bad cold), Peter Ladd

Recused until further notice: Anthony Mento - Citizen

Others present:

1. Review Request for Qualifications & Proposal Document

Chair Allan Brown opened the meeting at 5:33 pm and had those present read over the current version of the Request for Qualifications & Proposal. He noted that the proposed timelines within the RFQ/P could change and are best estimates.

Howard noted that there are a lot of other meetings which will take place with the Selectmen and other committees. Janice said this is noted on page 4 of the document.

Janice noted that the document refers to "Phase 1" but does not say how many phases there will be. Allan said it will probably be just two phases and that the first part of the document clarifies this.

Howard asked for the definition of a "conceptual estimate". Peter said it was the estimate based off the conceptual drawings. It is not the final estimate. Allan added that once engineering begins, a solid dollar figure will be calculated. When we go to Town Meeting, Allan aims to present a realistic cost to build the fire station. He also noted that the WarrenStreet proposal for the previous design included a clause which stated there would be a 2% minimum cost increase per year, 8% max to cover market and inflation. Howard believed that to be standard.

Howard stated that it is not the architect that estimates the price. Allan said it is the engineers that do that. The construction manager who hires all the subs will also be involved in that. Allan said that the beauty of the situation is that we will know who they are hiring.

Allan said that Anthony Mento, Kimberley Edelmann and Town Administrator Jim Bingham put work into the final document. Allan asked Jim to add a couple corrections, including that the Board of Selectmen had authorized formation of the committee with the purpose of evaluation the needs and the requirements.

Chief Raymond commented about the background section about the phrasing of "needs and costs", plurals vs singular. Singular was agreed.

Janice said she thought the document was quite good. She recommended that the Warner website URL, <http://warner.nh.us>, be added in the section where it is referenced.

Allan asked David Hartman if he found the document to be ready. He agreed it was.

Allan asked Howard for his thoughts. Howard said it looked good.

Janice asked if the matrix showing the list of room sizes was going to be on the website or included in the RFQ/P as an attachment. Everyone believed it was going to be attached.

For edits to the RFQ/P document, Allan said the room requirements data should be noted on the contents page as an attachment or Appendix B. On page 4, top paragraph, the town website URL needs to be added. There, it does not need to say, "to the selected firm". (Appendix A is a signoff sheet about certification.)

Allan added that the Board of Selectmen agreed the night before to go with the RFQ/P after any last updates from this committee.

Allan asked the committee how they felt RFQ/P should be released. Via the Concord Monitor newspaper? Direct mailings to known firms? Allan also remembered that Anthony had mentioned something like the AIA Book. Janice said it sounded like an Architecture Institute or something like that.

Allan asked David how they advertised the roundabout RFQ/P. He could not recall exactly. He believes there was a list of approved architects with which the board worked. David also noted that the American Institute of Architects (AIA) has an office in Concord and that they have a similar list.

The committee agreed that advertising was the fastest option for getting the word out. Allan said he would speak to Jim the next day regarding this. Both Jim and Allan will be going on vacation and therefore Allan wants to get the RFQ/P out as soon as possible.

2. Previous Meeting Minutes

Peter Wyman made a motion to accept the amended minutes of the July 20, 2016. Chief Raymond seconded. No discussion. All approved of the minutes.

Peter made a motion to accept the minutes of the August 3, 2016. Howard seconded. David Hartman noted that he was not listed as present at the meeting. This needs correction.

Allan also clarified the portion of the minutes which reflected comments he had made regarding the creation of the highway garage.

After corrections, all approved of the minutes.

3. Review of "The List of Board of Selectmen's Questions" / The Directives

Janice said she went through the list of questions from the Board of Selectmen and was able to answer some, but not all. She recommended covering this at a future meeting.

Allan said he wanted to go over the document as a group and get it finished up at the next meeting.

4. Program / Building Requirements

Allan noted that the committee had agreed on the sizes of various rooms, but not the apparatus bays. As the architect gets going, he believes they will have to discuss this further to finetune things.

As history, Allan noted that the previous plans done by WarrenStreet Architects showed an apparatus bay that was 5,524 square feet in size, 644 of which were rooms. It also included space for a ladder truck. The current plan the committee was working on showed an apparatus bay of 6,560 sq ft after increasing the door width to 14 feet.

(Committee members looked at the WarrenStreet floor plan.)

Peter noted that the original figure of 5,288 sq ft was actually inaccurate. The math didn't add up correctly and the trucks would not have fit.

Allan is concerned that the 1,036 sq ft increase will raise eyebrows and that the space needs to be clearly justified. The committee questions whether the previous dimensions would have been adequate.

The committee discussed how many bays would be needed and how many would be double vs single. Janice said that the committee had previously discussed minimizing the facade on the Split Rock Road side of the building, using four and a half bays.

Peter believes that having four and a half bays will create headaches later.

Chief Raymond recalled that Anthony had noted that building a second smaller building for the smaller apparatus would most likely not result in building construction cost savings. Peter agreed, saying that a "jog" in the building is not going to save money.

Janice is concerned about how the fire station will impact the Split Rock Road neighborhood.

Peter noted that whether it is four bays or five bays, the building will be big and visible, especially on day one. Allan noted that after a year, people will be used to it, but that it is very important to make the building as aesthetically pleasing as possible. The goal is to build a fire station, but it can still look nice. It will not be a cement block building, as one person suggested to Allan in an effort to save money.

Allan asked the committee if they were ready to give the current numbers / dimensions to an architectural firm. All agreed.

5. The Current Site

Ed asked for status on possible changes to the lot configuration. Allan noted that he is still working on that.

Ed asked for status on the current house on the lot. Allan said he is discussing this with the Board of Selectmen and they seem to agree that the building needs to be moved. But nothing has been decided. It will cost \$20,000 to demolish the building; excavated, boxed up, and taken away. Other options may be slightly less. Allan does not want to have the building in place for the winter as it will require heating and continuous maintenance.

There is one very interested party who is investigating moving the building. Allan is hopeful that that will be the solution.

Once removed, Allan envisions having a sign that announces the lot as the "Future Home of the Warner Fire Department".

6. Town Meeting

Janice asked Allan if he knows of other big capital items that are likely to be on the warrant at the 2017 Town Meeting, things that when added up, may cause citizens to balk at the idea of putting money forward to progress with the fire station project.

Allan said when he started this project, he wanted to get a bond in March but now realizes that more time is needed. In 2017, he hopes the Solar Array will go through. He wants more work to go into the Fire Station Project and that it is done well this time and meets the approval of the citizens.

7. Presenting to the Board of Selectmen

Allan also noted that the committee's work needs to be enthusiastically adopted by the full Board of Selectmen. He wants the committee to present to the Board within the next month or two. Timelines may be tight and require adjustment. This is in regards to just the conceptual and will invite the Board to provide their ideas and thoughts.

Janice said that along with answers to the directives, answering all of the questions, she has also gone through all of

previous meeting minutes and has gathered all of the findings. This may also be good to share with the Board. It can also be put online, gathered together, allowing citizens to find the information in one place instead of having them read all of the minutes files.

Janice would like to see the matrix put on the Warner website. The committee tried to find the list of square footages online and agreed the numbers should be easier to located.

8. Next Meeting

Next meeting: ***Wednesday, September 7, 6pm***

Agenda: Work on consolidating answers to the directives.

While discussing when to have the next meeting, Allan note that the USS Kearsarge will be in town in September. Peter noted that September 13 is when the site visit takes place. Therefore, the committee should meet prior to that. The committee agreed that September 7 was good.

9. Adjournment

A motion was made and seconded to adjourn the meeting at 6:21 pm.

Respectfully submitted,
Kimberley Brown Edelmann
Recording Secretary