

Attendees: Town Administrator: Kevin Mizikar, Selectman: Sandy Wilson, Fire Chief: Robert Wilson, Asst. Fire Chief: Mike Dupuis, Capital Committee Rep: Matt Dennison, Finance Advisory Rep: David Mero, EMS: Scott LaFlash,

Absent: Citizen at Large: not named yet.

Meeting Opened: 6pm

Town administrator opened the meeting. Confirmed everyone was sworn in prior to the meeting.

Mike Dupuis made a motion for Sandy Wilson to be Chairman. Robert Wilson seconded. Voted unanimously.

Mike Dupuis made a motion for Robert Wilson to be Vice Chairman. Dave Mero seconded. Voted unanimously.

Discussed the goals of the committee and timeline. The initial goals are to:

- 1) make a site selection
- 2) review and confirm the 2009 McGuire study that outlined the space needs
- 3) Update the space needs
- 4) have our actions move so that construction can start by Spring 2016.

Discussed primary needs of the site:

- The size and shape need to allow for a building with 5 bays.(Min. 2 acres)
- Location needs to be on Rt 9 or easy access to Rt 9 within ¼ mile of the center
- Site acquisition and prep costs will be a factor
- We will have to address all the sites the public has talked about
  - Hillcrest
  - Greenwood Auto
  - The Police Station/Inland Divers
  - Hanna Joseph's property on Main St.

Next meeting set for Oct 28<sup>th</sup> at 7pm

Everyone is to come with their ideas for a location and be prepared to discuss the pros and cons of the site.

Meeting adjourned 7:25pm

Attendees: Town Administrator: Kevin Mizikar, Selectman: Sandy Wilson, Fire Chief: Robert Wilson, Asst. Fire Chief: Mike Dupuis, Capital Committee Rep: Matt Dennison, Finance Advisory Rep: David Mero, EMS: Scott LaFlash, Citizen at Large: Brian Cooper

Meeting Opened: 7pm

Welcomed Brian to the committee and briefly brought him up to speed on the last meeting.

Discussion on potential sites :

Water St. & Main St. – Pros. Good location, Lot size & shape is adequate. Cost of acquisition maybe high, need to investigate. Cost to tear down the buildings maybe an issue due to asbestos.

Hillcrest Country Club – Pros. Town owns, Lot size and shape on the west side is more than adequate, on the east side it is adequate. Cons – too far from the center of town and Rt 9 West and Rt 56 North. On the west side there are drainage issues and road access/line of sight issues that might require purchasing additional properties. On the East side – issue with having to repay the state for the \$500K grant given when the property was bought. Also Town doesn't own the house and the lot along the street yet.

Greenwood Auto – Pros. OK location in terms of distance from the center of town. Lot size is adequate. Cons. It is currently up for sale with a prospective buyer, the wetlands to the back limits the size of the lot, Access to Main St may be an issue due to the corner, hill and intersections, unknown ground contamination issues.

The Police Station/Inland Divers – Pros. Cost to purchase is reasonable, Lot size is good. Cons – site prep costs, would have to tear the building down, Location on a hill that has no other access route is not advantageous for a call department.

Hanna Joseph's property on Main St. – already determined to not be big enough without acquisition of neighboring properties whose owners don't want to sell. There are wetlands that limit the use of the total acreage

Vic Taylor's property on 710 Main St. Pros – appears to be enough acreage, Cost is ok. Cons – too far east of the center unless we also consider closing Company 2, the lot shape is odd, and there maybe need for additional fill for it to be able to sustain a building with Fire apparatus.

Nica's Property – Pros – location is good. Cons – price to acquire, site alone isn't large enough need the property behind it which just sold, should also have the subway/Post Office property to do it right.

CrossRoads – Concerns – taking business away, involvement of MA DOT, taking homes away, size might be ok, and could have access to Warren Ave.

St.Pius X Church and apartment on Main St. – Pros – multiple ways to access –depending on how we can put in the bays, Cons - Church not ready to sell, cost to purchase and site prep, lot not really big enough.

Middle School – Pros – town owns it, multiple ways to approach, Cons – location is too far off the main road, cost of demolition of the building (asbestos)

61 Pleasant St – Pros – location, Cons – site is not large enough

Rt 56 (18-22 Huntoon Hwy) – where the study in the past said should be the next station IF we consolidated all companies into one or if we expand to full-time department and need 2 stations to cover all of town (assuming the 1<sup>st</sup> is in the center of town). Pros – 3 acres, access - Cons – takes away existing business, is too far from the center, would mean closing multiple stations.

Paxton St. – Pros – not used by Becker maybe they would sell inexpensively, size is just about right, would lend itself to a 2 story building that would only be 1 story on Paxton. Cons – need access to Main St.

Asked Town Administrator to prepare a summary of procurement processes we need to follow.

Discussion on visiting as many other stations as we can, several towns were identified as potentials we would want to tour. Chief Dupuis and Scott LaFlash will use their contacts to set up visits.

Next meeting set for Oct 28<sup>th</sup> at 7pm

Everyone is to review the discussed locations and be prepared to discuss the pros and cons of the site.

Meeting adjourned 8:30pm

Attendees: Kevin Mizikar, Sandy Wilson, Robert Wilson, Mike Dupuis, Matt Dennison, David Mero, Scott LaFlash, Brian Cooper

Meeting Opened: 7pm

Had assessor maps of each of the locations discussed the week before so everyone could see the areas and shapes.

Asst. Chief Dupuis also had colored maps that showed the response times from a couple different locations. Response times to a fire are a key requirement for a fire department and also for town's people for their home owner's insurance.

Determined the site criterion to evaluate the parcels:

- Acreage
- Frontage
- Cost to Purchase
- Cost for Site Prep
- Travel Time/Response Time (4-6 min max to any fire location in the company area)
- Depth of the parcel
- Weather impact (access to/from the location)
- Water & Sewer availability (water to include ability to sprinkler the building)

All agreed we should work to find a location that would not require any acquisition by eminent domain.

Continued Discussion on potential sites - reviewed them all again from West to East, North to South:

Nica's Property – location is still probably one of the best. Has good frontage, and water & sewer, Site prep minimal because empty lot for one lot. Still have the issues of price to acquire, size of the parcel isn't big enough without additional purchases. Having to relocate the Post Office if we expand width & depth.

Water St. & Main St. – Still 2<sup>nd</sup> best location, Lot size & shape is adequate along with the access to Main St. Has water & sewer. Cost of acquisition maybe high, need to investigate. Cost to tear down the buildings maybe an issue due to asbestos.

St. Pius X Church and apartment on Main St. – Frontage is ok, depth is ok, has water & sewer. Direct access to Spring St but turn onto Pine could be difficult. The current driveway for the church is not part of the property it is an agreement between the Dioceses and the Antanavicas. Confirmed that the Church not ready to sell at this point (they just moved all masses to this building and are closing St. Joseph's church), cost to purchase and site prep, lot size might work depending on overall design.

Hanna Joseph's property on Main St. – note enough frontage or depth nor is overall lot size large enough without acquisition of neighboring properties whose owners don't want to sell. There are wetlands that limit the use of the total acreage. Would not be enough parking if built the building we need.

CrossRoads – Frontage & access is good – but cost to acquire the buildings (Crossroads, Uncle Sams/Apartment Bldg, or the White house Apt (historic?)) might be too much, then site prep costs.

Paine's Field -Paxton St. – Site could work – with access to Main St. Discussed accessing Main St through Leroux's. Alternative through the Flower Shop and White Apartment building as a 2<sup>nd</sup> option. The 2<sup>nd</sup> option would then involve MA DOT because of the intersection reconfiguration needed. Has the right size lot and water & sewer, still within the response time zone.

Inland Divers – The current advertised purchase price is advantageous – but still would need to tear down the building, site prep costs. For a call fire department a station located on a hill such as S. Main St could be an issue in inclement icy/snowy weather.

Greenwood Auto – On the far edge of the response time zone, would definitely need a 21E, Building is not reusable would have to be torn down. 560 frontage on Henshaw - was in the process of being sold, (will be sold by July), Site prep an issue, Wetlands an issue, Possible brownfield - cost to fix and time to get grants puts it beyond our timeframe. Issue getting out and up the hill in the winter, Removes property from Tax Rolls

710 Main St. Price of acquisition and frontage are good. Outside the window of response time unless we close Station 2 and make this station bigger. Shape of the lot may make site prep a cost issue. Would need architect determination if the fill on the site is stable enough to hold a building like a fire station.

Middle School – issues being with the need for the schools to still use this building beyond our anticipated construction period. Concerns with access to the site by responding EMTs/fire fighters and exiting apparatus.

61 Pleasant St – not enough frontage or acreage, there is a cistern in the yard, width of Pleasant St not adequate for access/egress, Traffic congestion in this area

Hillcrest Country Club –Town owns, Lot size and shape on the west side is more than adequate, on the east side it is adequate. It is outside the response time zone. On the west side there are drainage issues and road access/line of sight issues that might require purchasing additional properties. On the East side – issue with having to repay the state for the \$500K grant given when the property was bought. Also Town doesn't own the house and the lot along the street yet.

Rt 56 (18-22 Huntoon Hwy) – This is a non-starter as we are not talking about reconfiguring the whole department to build only one or two stations and close the 3 existing

Chief Wilson made a motion to order the preference of locations to be 1) Paine's Field(Paxton St.) 2) Corner of Water St. Seconded by Matt Dennison. Voted unanimously.

The committee directed the Town Administrator to investigate the ability to arrive at purchase prices for the two locations.

Town Administrator reported that we will be able to tour the Grafton Fire Station on Nov. 4<sup>th</sup> at 6pm. Chief Dupuis said we could then go to Shrewsbury's after that.

A workshop meeting will be posted for the fire station tours. Everyone was reminded that we won't be able to discuss and come to conclusions on the tours. To note what you like or don't like or learn and we will discuss at a future meeting.

Next meeting set for Nov 19th at 7pm

Meeting adjourned 8:55 pm

Attendees: Kevin Mizikar, Sandy Wilson, Robert Wilson, Mike Dupuis, Matt Dennison, Scott LaFlash, Brian Cooper

Committee visited Grafton Fire Headquarters at 6pm and had a tour by Sr. LT Cournoyer, gathering information about the process they followed and what they would do the same or different if they did it over again.

Committee visited Shrewsbury Fire Dept on 11 Church Rd at 7:30pm and had a tour noting the differences of what a full-time department requires and a call department.

Attendees: Kevin Mizikar, Sandy Wilson, Robert Wilson, Mike Dupuis, Matt Dennison, Scott LaFlash,

Meeting Opened: 7:20pm

Reviewed all the sites again and reconfirmed the primary site would be 3 Paxton St.

Discussions on options to get to Main St. and potential concerns with having to involve MA DOT depending on the location.

Discussed what everyone saw at the Grafton and Shrewsbury stations voicing what they liked or didn't like.

Town Administrator presented a summary on the procurement process and a preliminary timeline that plans for Construction to start March 2016 with site prep, and full construction in May 2016.

Discussed standard percentages of what an OPM (2-3%) and Architect (9-12%) cost on a project of this type.

Discussed overall project cost – trying to keep it as close to \$6.5M as possible.

Discussion on when the ballot vote would have to occur. Could be before the special town meeting for funding. Prop 2 ½ debt exclusion process just requires the debt exclusion authorization to pass at the ballot (simple majority) and at Town Meeting for funding (2/3rds), it allows the order to be at the Town's discretion. We could then hold the ballot during the annual town elections in June. The Town Administrator will rework the timelines.

Chief Dupuis said we could tour Holden's headquarters on Dec 10<sup>th</sup>, and Scott reported we could tour Paxton's headquarters that same night.

A workshop meeting will be posted for the fire station tours. Everyone was reminded that we won't be able to discuss and come to conclusions on the tours. To note what you like or don't like or learn and we will discuss at a future meeting.

Next meeting set for Dec 11th at 6:30 pm

Meeting adjourned 9:10 pm



Attendees: Kevin Mizikar, Sandy Wilson, Robert Wilson, Mike Dupuis, Scott LaFlash, Brian Cooper

Committee visited Holden Fire Headquarters at 5:30 pm and had a tour gathering information about the process they followed and what they would do the same or different if they did it over again.

Committee visited Paxton Fire Headquarters at 7:00pm and had a tour of the building. The person giving the tour was not on the department when it was built so couldn't contribute to what they would do differently during the process.

Kevin Mizikar did not attend the tour of Paxton.

Attendees: Kevin Mizikar, Sandy Wilson, Robert Wilson, Mike Dupuis, Dorothy Dudley, Brian Cooper

Meeting Opened: 6:30pm

Welcomed Dorothy to the committee, replacing Dave Mero from Finance Advisory.

Discussed what everyone saw at the Holden and Paxton stations voicing what they liked or didn't like.

Town Administrator reviewed the summary on the procurement process and outlined the actions he is taking and what we need to be prepared to do. The RFP for bids for the OPM will be ready to posted in January. At our next meeting we will vote to authorize him to post. Bids will be back early March and we will review on March 4<sup>th</sup> and set up interviews for the week after.

Kevin to ask the town engineer and town planner about using CMRPC hours to do some of the initial work and validate zoning and an initial reaction to the site for feasibility.

Discussed the need to know the demolition costs for the buildings on Water St. there are companies like Patriot's Environmental Corp and FD Truck Comp.

Kevin to reask Grafton for their floor plans they promised to send.

To enter into negotiations with some of the property owners we will need to do appraisals of the properties. Mike made a motion to authorize the Town Administrator to hire an appraiser as needed to do a formal appraisal of the parcels of land we are considering. Robert seconded. Voted Unanimously.

Town Administrator presented information about his discussions with the different property owners about selling their property to the town. He obtained prices for 1184 Main St, 9 Water St. Was unable to reach owner of 1182 Main St. For 3 Paxton St. Becker is willing to sell the property to the Town for \$1 with conditions that will be discussed with the Board of Selectmen in exec then revealed to this committee. (Scheduled Dec 15<sup>th</sup>). 1054-1058 Main St is willing to sell. He also contacted Mass highway about the intersection and any changes to the intersection and/or new curb cuts on Rt 9 would require studies and engineering, then a permit to go through MA DOT review. This would cost the town between \$250,000 & \$300,000 and take time.

Discussion around accessing through Leroux's since it would not involve MA DOT, although we know it would raise issues about taking that building due to being Leroux's.

Discussed the cost and square footage of several other stations in the area and the year built, to validate our estimates.

Began initial review of space needs using the 2009 McGuire report as a basis.

Next meeting set for Jan 7th at 6:30 pm

Meeting adjourned 8:40 pm



Attendees: Kevin Mizikar, Sandy Wilson, Robert Wilson, Mike Dupuis, Matt Dennison, Scott LaFlash, Dorothy Dudley, Brian Cooper

Meeting Opened: 6:30pm

Town Administrator reviewed the procurement schedule and a summary of the process. He stated that the OPM RFQ was ready to be posted. Matt Dennison made a motion to have the Town Administrator post the request for quotes for the Owner's Project Manager for the Fire Station Building project. Scott Laflash seconded it. Voted unanimously.

The RFQ will be put out to bid and advertised in the local paper on January 12<sup>th</sup>. It will advertised in the central register on the 14<sup>th</sup> of January. The funding for this part of the work will be at the special town meeting in May. We will ask the moderator to allow us to make a presentation about the whole project. Upon further discussion on the overall timeline it was discussed that the debt exclusion vote should be done at the annual town election – this would save the town from having to have a special election. Information will need to be available to the public leading up to the town meeting. Then because the next step is a ballot vote we will be in 'election' mode and there are laws governing what and how we can present the information as it will be considered a campaign.

Robert presented a plan that had 4 bays. Further discussion on 4 vs 5 bays. Mike Dupuis made a motion that we put in the space requirements that it be 5 bays. Matt seconded. Voted unanimously.

Discussion on access to Main St. With the need to involve MA DOT if we plan on the white apartment house, the committee directed the Town Administrator to approach the owners of Leroux's at 1044 Main St. and see if they are interested in selling. Public records indicate they paid \$351,000.

Discussion on total constructions costs – at \$300/sq foot a 20,000 sq. ft building will cost \$6MM

Next meeting – January 28<sup>th</sup>, will meet in February if required for property acquisition. Everyone to pick up their packet of OPM bids on February 24<sup>th</sup>

Adjourn 7:47

Attendees: Kevin Mizikar, Sandy Wilson, Robert Wilson, Mike Dupuis, Matt Dennison, Scott LaFlash, Dorothy Dudley, Brian Cooper

Meeting Opened: 6:30pm

OPM RFQ went out to bid – already have received 5 requests for packets – mostly all firms

Kevin meeting with owner of the Tavern (1 Paxton St) tomorrow at 6pm - has had phone contact – she said she wants to sell whole parcel, does not want to diminish the value of the property.

Town Planner says our plans are ok, and if we have access road it is ok – not a separate lot and the field isn't in the Historic district. We will need to do the historic permit process due to the communications tower.

Public information presentation. We discussed showing what we to work with now vs the standards recommended, and what other towns have. Mike has lots of pictures to show the existing conditions, we reviewed Mike's presentation, indicating order of pictures and which to delete

We should have a rendition of future if possible. Discussed show what neighboring towns have – but we do have to be careful to show towns of similar financial means. Might be best to not do the comparisons. Discuss more later.

Discussed whether we should show some of the required things we should have but don't have. Decided to keep with the negatives of what we have - parking, floor, kitchen, bathroom, etc.

Include reasons needed including the impact on homeowner's insurance in respect to response time to the scene especially in areas without hydrants. Also the 1975 Aerial scope replacement has to fit in a station – will drive the cost of insurance up if we don't have a ladder truck.

Discussed who to make presentations to & when? The Town Administrator will be holding informational meetings for the Annual Town Meeting & Special Town Meeting Warrant articles, this presentation will be part of that. These will be in April. Could also present to the Lion's Club, Leicester Business Association, Senior Center. Should also go on a LCAC show to present.

Without checking with the Assessor the estimate for a \$6M cost is about \$115 per home per year – Town Administrator will validate the costs with the Assessor for more accuracy.

Next meeting – March 4<sup>th</sup>, will meet in February if required for property acquisition. Everyone to pick up their packet of OPM bids on February 24<sup>th</sup>

Meet March 4<sup>th</sup> to score & select 3 companies with interviews to be scheduled for the following week, 3 45 min sessions starting an hour apart starting at 5:30, we will start at 5:15 and meet after to discuss & vote.

Adjourn 8:08

Attendees: Kevin Mizikar, Sandy Wilson, Robert Wilson, Mike Dupuis, Matt Dennison, Scott LaFlash, Dorothy Dudley, Brian Cooper

Meeting Opened: 6:30pm

Everyone confirmed they had picked up their packets of all the OPM candidate companies, and were ready to discuss. The companies were CBI, CMS, Netco, CDR-Mcguire, ARC, and Reinke Construction.

Following the ranking criteria each company was discussed as to how they met our criteria to stay in the process.

Reinke was eliminated as not being complete or meeting the requirements of the RFQ.

CBI although they had the most complete response, was eliminated as they did not show that they had ever managed a Fire Station construction project, and had no new construction, mostly all renovations.

CMS – is a local company, they only do OPM work, have done a High School buildings which are complex and that experience could be applied to Firestation. Keep in process

Netco – is a local, has LEEDs engineers (Green Technology), they provided several written references, their packet showed the fees they expect to charge. Kevin knows the references. They only do OPM work. Keep in the process.

CDR – They acquired McGuire (who did the last study for the LFD) due to bankruptcy, McGuire was the OPM for the Grafton station. They are the doing the Rawson St Bridge. They also did Webster Police station & Communications center. They work on projects as OPM or Architects. Keep in the process.

ACG – Have OPMed a lot of Fire Stations. They only do OPM work. Although not local all have pilots licenses and planes and they fly in vs driving so can be considered local. They have other ongoing projects in the area. Appears that all their current work ends in 2015 – keep in process.

After further discussion of the four still in the process, Robert made a motion to invite CMS, ACG, and Netco to interviews next week. Matt seconded. Voted unanimously.

Next meeting March 11<sup>th</sup> at 5:30, with the interviews scheduled at 6,7 & 8pm. Kevin to call the finalists and arrange the specific times for each company and explain how we will conduct the interviews.

Discussion on interview questions to ask. Everyone to send to Kevin to consolidate.

Kevin reported the owner of 1044 Main St is not at all interested in selling. The owner at 1 Paxton St. is interested in selling, is considering the right of way if it won't devalue the property.

The Chiefs (Robert & Mike) will be presenting at the Lions Club and also on LCAC information for Town Meeting.

Adjourn 7:35

Attendees: Kevin Mizikar, Sandy Wilson, Robert Wilson, Mike Dupuis, Scott LaFlash, Matt Dennison, Brian Cooper, Dorothy Dudley

Meeting Opened: 5:30pm

Kevin reconfirmed that Netco interview will be on Thursday the 12<sup>th</sup>, they were unable to change their schedules. He handed out the consolidated list of questions and explained the process we will follow:

- We will do introductions and Kevin will do an initial overview
- The company will have 15 minutes to make their presentation
- We will ask our 9 questions.
- The company will have 5 minutes to ask questions, present their closing.

Committee reviewed the questions and everyone was assigned a question or two that they will ask each company.

6:00 pm - ACG –Michael Josefek and Donald Veloz presented their company.

7:00 pm – CMS – Paul Griffin, Neil Joyce, Scott Lubker presented their company

Meeting was adjourn 8:05

Attendees: Kevin Mizikar, Sandy Wilson, Robert Wilson, Mike Dupuis, Scott LaFlash, Matt Dennison, Brian Cooper, Dorothy Dudley

Meeting Opened: 6:00pm

6:05 pm - Netco – Tom Kendel was present. He explained that the company owner was stuck in traffic. Dave Lager arrived at 6:27 pm. Tom presented the company and was answering our questions when Dave arrived. We continued with our questions and the process.

After Netco left the committee briefly reviewed the three candidate firms. Robert made a motion to proceed with negotiations with ACG. Mike seconded. Voted Unanimously.

Discussed needing to be able to announce publicly which site we have selected. Kevin to work on locking in the acquisition costs.

Next meeting will be a workshop on March 18<sup>th</sup> to work on the public information presentation.

Meeting was adjourn 7:24 pm



Attendees: Kevin Mizikar, Sandy Wilson, Robert Wilson, Mike Dupuis, Scott LaFlash, Matt Dennison, Brian Cooper, Dorothy Dudley

Meeting Opened: 6:30pm

Reviewed the PowerPoint presentation that Mike and Kevin have been working on. Eliminated and reordered some of the pictures, and made suggestions on what else should be said on each slide.

Meeting was adjourn 7:33 pm

Attendees: Kevin Mizikar, Sandy Wilson, Robert Wilson, Mike Dupuis, Scott LaFlash, Matt Dennison, Brian Cooper, Dorothy Dudley

Meeting Opened: 6:30pm

Kevin gave an update on the contract negotiations with Becker and 1 Paxton St. owner. He is confident we will be able to acquire the property at a reasonable price.

Reviewed the PowerPoint presentation for the public informational meetings making updates as we reviewed.

Kevin presented the schedule for the informational meetings which will be for everything on the Town Meeting Warrants not just the Fire Station – 6:30 pm April 15, 9:30am April 16, 6:30pm April 28.

Meeting was adjourn 7:33 pm

Attendees: Kevin Mizikar, Sandy Wilson, Robert Wilson, Mike Dupuis, Scott LaFlash, Matt Dennison, Brian Cooper, Dorothy Dudley

Meeting Opened: 6:30pm

Kevin gave an update on the contract negotiations with the OPM based on the passing of funding at the annual town meeting last week. Negotiations are finalized and the final contract will be signed.

With the funding approval we can continue to move forward.

Kevin reviewed the restrictions we are now under due to the ballot vote. We can provide facts, we can give personal opinions, we cannot tell anyone how to vote.

Although there are still lots of questions out there, there is no "vote no" campaign anyone has heard about.

Meeting was adjourn 7:06 pm

Attendees: Kevin Mizikar, Sandy Wilson, Robert Wilson, Mike Dupuis, Scott LaFlash, Brian Cooper, Dorothy Dudley

Absent: Matt Dennison (needs to be reappointed to Capital as resident at-large to remain on committee)

Meeting Opened: 7:30pm

Kevin and Sandy confirmed the ballot vote passed and the first part of the Prop 2 ½ debt exclusion process is completed. Second step will be allocating the funding at a special town meeting.

Kevin stated that the RFQ for the architect firm is 99% complete and ready to be published on June 24<sup>th</sup>. Mike made a motion to direct the Town Administrator to post the RFQ per the schedule. Dorothy seconded. Voted unanimously.

Following the schedule, the RFQ responses will be due back to the Town Administrator's office on July 16<sup>th</sup>. We will then meet on the 22<sup>nd</sup> to review/rank the responses. And develop interview questions. We will meet on July 15<sup>th</sup> to validate ranking process w/OPM and discuss interview questions. (We will meet at the Community Room at the Police Station due to Concert on Common. The interviews will be the week of July 27<sup>th</sup>).

The Survey work for the site is out for quotes – to 3 firms – June 22<sup>nd</sup> responses due back. (one is already back) This will lead to a certified plot plan with Wetland delineation for both properties.

Kevin and Sandy will work with the Board of Selectman to schedule a Special Town Meeting – in September. Dates discussed and September 15<sup>th</sup> is the proposed date.

We still have to formalize the property acquisition. Since we did not go out to bid for the property we have to complete a certification with AG on Certificate of Uniqueness and how this site fits the criteria for selection. Sandy & Kevin will work on this.

The Town Meeting will only be for the Fire Station and will be three motions. One for the borrowing, and 2 for property acquisition including the potential sale to Becker of the Town Hall in the future.

It was reported that the antique Hand Tub is no longer in the library – we may need to make room in the station for it.

Discussion that we need to make sure we are identifying the spaces needed but allowing the Architect to have some freedom of design.

Discussion on if feasible we should include Solar for hot water and/or electric. Again at the discretion of the architect.

Meeting adjourned at 8:20 pm

Attendees: Sandy Wilson, Kevin Mizikar, Robert Wilson, Mike Dupuis, Scott LaFlash, Brian Cooper, Dorothy Dudley

Absent: Matt Dennison

Meeting Opened: 6:00pm

Kevin updated the committee that 33 RFQ packets were taken out. Kevin expects approximately 10 to be returned for consideration. There were 10 companies who attended the walk-through meeting. If more than 10 packets are returned Sandy & Kevin will divide up the responses and assign to specific committee members. If 10 or less we will continue as planned.

Ranking criteria for the architect will be similar to the OPM. Most of our questions for the OPM apply to the architect firm also. Additional questions should be emailed to Kevin for consolidation by next week, we will confirm the list of questions next week.

The packets should be available for pickup in the Selectman's office on Thursday July 16<sup>th</sup>. Sandy will pick up Matt & Dorothy's as they won't be able to be in town before the office closes.

Surveyor is onboard and starts the work tomorrow. Should finish field work by end of the week. The work will include to be done are Topography, Boundaries, Utilities and wetland markings. Cost is \$6,800.

We are still on schedule to have the Special Town Meeting on Sept 15<sup>th</sup>. Selectman will schedule the meeting and open and sign the warrant.

Property acquisition negotiations are still progressing.

Next week's meeting will be in the Community Room at the police station at 6:30pm.

Meeting adjourned at 6:30 pm

Attendees: Sandy Wilson, Kevin Mizikar, Robert Wilson, Mike Dupuis, Scott LaFlash, Brian Cooper, Pete Koczera (OPM)

Absent: Matt Dennison, Dorothy Dudley

Meeting Opened: 6:30pm

Scott informed the committee that as of tonight's meeting he will be abstaining from voting on any motions as he has a potential conflict of interest. The company he works for may want to bid on parts of the construction. So he is removing himself as the EMS representative at this time.

The committee began to review the seven architect packets received. Based on initial reviews by the committee individually:

Nelligan – all agreed did not meet minimum requirements

TGAS – all agreed did not meet minimum requirements

HKT was considered acceptable

Reinhart was considered advantageous

Donham & Sweeney was considered very advantageous

CDR McGuire was considered advantageous

Kaestle Boos was considered advantageous.

Committee discussed each of the five companies in detail comparing different factors so that as a committee we were comparing them fairly and equitably.

Robert made a motion that we invite these three for interviews: Donham & Sweeney, Reinhart, and HKT. Brian seconded. Voted Unanimously.

Kevin updated the committee that there is a Town Bylaw that we have to adhere to which requires this project to go before Capital Committee for consideration. That is scheduled for next week. Kevin, the chair and the chief will attend. The Special Town Meeting will be on Sept 15<sup>th</sup>.

We will meet at 5:30 pm next week to prepare for the interviews which will be at 6pm, 7pm, 8pm.

Meeting adjourned at 7:14 pm

Attendees: Sandy Wilson, Kevin Mizikar, Robert Wilson, Mike Dupuis, Mark Wilson, Brian Cooper, Dorothy Dudley , Pete Koczera (OPM)

Absent: Matt Dennison,

Meeting Opened: 5:30pm

Sandy introduced Mark Wilson as Scott's replacement as the EMS representative. He is up to speed on our process as he has attended most of our meetings. He was provided a copy of the 3 finalists packets to review and acquaint himself with their information.

Kevin handed out the interview questions and each member was assigned questions. Since we expect the firms to have presentations we will be moving from the Selectman's room to Room 3 and back to conduct the interviews, allowing for the firms to set up and we can start on time.

6:00 pm – HKT

7:00 pm - Donham & Sweeney

8:00 – Reinhardt

Discussed the three companies. .

Brian made a motion that we rank the three finalists as: first -Donham & Sweeney, second – Reinhart, and third – HKT. Mark seconded. Voted Unanimously.

Kevin will notify all three and begin negotiations with Donham & Sweeney.

Chair will notify committee of next meeting to be in August.

Meeting adjourned at 9:15 pm

Attendees: Sandy Wilson, Robert Wilson, Mike Dupuis, Matt Dennison, Mark Wilson, Brian Cooper

Absent: Kevin Mizikar, Dorothy Dudley,

Meeting Opened: 6:30pm

Matt made a motion to approve the minutes from Sept 30, 2014, Oct 14, 2014, Oct 28, 2014, Nov 4, 2014, Nov 19, 2014, Dec 10, 2014, Dec 11, 2014, Jan 28, 2015. Mike seconded. Voted unanimously.

Kevin left a list of updates: The Survey work is completed. The environmental phase 1 will begin Monday Aug. 31<sup>st</sup>. Borings contract is set and will begin upon confirmation from OPM & Architects on the locations of both borings (5-6) and Test Pits (1-4). Town Council is reviewing the MOUs for the property acquisition for 1 Paxton St. and should be finalized soon. Meeting set with Becker for Tuesday the 1<sup>st</sup> to finalize the MOU for 3 Paxton St.

Mike presented an update on the presentation he & Kevin have for the public informational meetings as well as the town meeting. We reviewed and the following questions were discussed as needing to be included in the presentation or at least having solid answers. Most of these questions came from the Advisory board members in attendance (Mary Garbila and Bonnie Layden)

What is the total cost? \$6.5M plus \$220K approved at May Town Meeting.

Discussion on land acquisition – cost and other considerations

Process on site selection

Being clear it is a headquarters and not a replacement for all 3 companies. Co. 2 & 3 remain as is.

Financing is a 20 yr bond.

The Chief, town administrator and committee chair will attend the Finance Board meeting on the 31<sup>st</sup>.

Next 2 meetings are Sept 2<sup>nd</sup> and 9<sup>th</sup> with the OPM and Architect to drill into space needs, get site renderings and prepare for town meeting.

Meeting adjourned at 7:20pm



Attendees: Sandy Wilson, Kevin Mizikar, Robert Wilson, Mike Dupuis, Brian Cooper, Matt Dennison, Chris Logan (PM), Jeff Shaw (Arch)

Absent: Dorothy Dudley, Mark Wilson

Meeting Opened: 6:30pm

Matt made a motion to accept the minutes from August 12<sup>th</sup> and August 26<sup>th</sup>. Mike seconded. Voted unanimously.

Began a review of the second draft of the Space Needs Study (Draft). Based on the input from the previous meeting, total square footage is now 23,500, which puts the cost too high.

Based on an expected cost of \$350/sq. ft. this is too high. Discussion on what could be done to get it to more of a \$300/sq. ft.

Discussed will need to still be primarily a concrete and steel building due to size and support needed.

We went through space by space to identify areas that were scoped too large. We made it clear to the architects that we expect there to be spaces at the back of the bays and along the sides to be used and be two levels since the bays are eighteen feet high.

Other things they could consider are:

- Cubicle offices for everyone except the chief. There will be a need for a 4 person conference room in the area.
- Make the lobby area smaller – this means may not have place for hand tub
- Eliminating some spaces like training officer office – could be a desk area in the storage area.
- Reducing the size of the locker rooms/bathrooms, some storage area, gear locker area, IT room.
- The ice maker in the kitchen should be part of the freezer not separate.
- Fewer locked cabinets in the kitchen
- Lockers in the locker rooms can be the smaller/double lockers – those who are fulltime can be allocated 2. This will save space.

Presented two very rough sketches for overall exterior design. One is a full second floor with pitched roof parallel to Paxton St at the Front and Back of the building and flat in the middle. Other was nothing over the Apparatus Bay – flat roof there, and pitched roof in front parallel to Paxton St, and pitched roof down the back of the apparatus bay perpendicular to Paxton St (Parallel to Main St).

Discussion on the pros and cons of each.

Mike made a motion to accept the second design. Matt seconded. Motion passed 4 to 1 with the Robert voting Nay.

Jeff & Chris asked who would be providing the security & IT specs. Chief Wilson responded that Don Cherry will be providing the security specifications – unsure if they will be proprietary, and the Town's IT consultant will provide the IT specifications.

We set the next meeting to be Thursday September 10<sup>th</sup> at 5:30 pm. The Architects will email the committee the rendering for us to vote for inclusion for the Town Meeting presentation. We will need to vote on it that night.

For town meeting we will have the outside rendering(s) and a list of all the spaces in the building identified by functional use (ie Chief's office, EMS storage, Training room, Male locker room, etc)

Meeting adjourned at 8:40 pm

# Fire Station Building Committee Meeting

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Attendees: Sandy Wilson, Robert Wilson, Mike Dupuis, Mark Wilson, Brian Cooper, Matt Dennison, Kevin Mizikar

Absent: Dorothy Dudley

- 9/10/2015 Meeting called to order @ 5:30 pm
- Discussion on purpose of MGL Chapter 30B Certificate of Uniqueness regarding acquisition of land. Motion by Dorothy to approve the Certificate of Uniqueness presented per MGL Chapter 30B, Mike seconded. Voted unanimously.
- Matt made a motion to accept the minutes from previous meetings from January to July (Jan 7, Jan 28, Mar 4, March 11, March 12, Mar 18, Mar 25, May 13, June 15, July 15, July 22, July 28). Mark seconded. Voted unanimously.
- Kevin advised that Becker has finalized the proposal and agreed to the wording on the acquisition of 3 Paxton St. with them having first right of refusal for 3 Washburn Sq, and 70 Winslow Ave if the Town ever decides to sell those properties.
- A conceptual drawing of the proposed station was presented. There was a brief discussion that it wasn't exactly what was expected but that it was a good first step. Mike moved that we accept this rendition as the starting point and to be used at town meeting. Brian seconded. Voted unanimously.
- Next meeting to be scheduled for Wednesday September 16 to review results of the Special Town Meeting and set next steps in motion
- Motion by Dorothy to recess the meeting @ 6:28 pm for all to attend the public information meeting about the Special Town Meeting articles, meeting to adjourn at a loss of a quorum. Seconded by Matt. Voted unanimously. Loss of quorum was at end of the Public Information session at approximately 8:30pm.

# Fire Station Building Committee Meeting

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Attendees: Sandy Wilson, Robert Wilson, Mike Dupuis, Mark Wilson, Dorothy Dudley, Brian Cooper, Kevin Mizikar

Absent: Matt Dennison

- 9/16/2015 Meeting called to order @ 5:30 pm
- Brief discussion on how well the vote at the special town meeting went.
- Discussion regarding OPM and Architect and how to manage both parties to the best of the board's advantage. Need to stress upon them that we need their representation at all meetings and we need items in a timely fashion.
- The board felt there were additional design ideas surrounding mezzanine needed by architect.
- Kevin and Sandy to meet OPM next Wednesday Sept 23<sup>rd</sup> with a board meeting to follow @ 6:30 pm.
- Discussion was had regarding OPM and his actions about taking a greater role in being the boards advocate . Also we want to ensure our space is still going to be approx 20,000 sq ft.
- Motion to adjourn meeting @ 6pm.

# Fire Station Committee Meeting 9/30/15

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Attendees: Architect, OPM, Kevin Mizikar, Mike Dupuis, Robert Wilson, Dorothy Dudley, Brian Cooper, Mark Wilson

Absent: Sandy Wilson, Matt Dennison

- Meeting called to order @ 6:05 pm
- Initial discussion was had surrounding project timeline and additional meeting dates.
- Some initial discussion was had surrounding the overall site plan as it relates to site grading , Paxton St. side appearance, and the apparatus bays coming out @ 83.5 ft @ grade.
- Long discussion about interior footprint was had and changes to the initial rendering from the architect were made to include a debate regarding the need for 5 bays vrs. 4 and also the width of the bays themselves. The committee sought to shift numerous offices around as well as the day room/kitchen being slide down and the locker rooms being moved to the middle. Also Mike requested taking out a small meeting room in the cube farm area as well as splitting up the cubes. There was also discussion surrounding 1 stairwell vrs. 2 leading upstairs off the apparatus bays. Committee asked for 1 centralized stairwell and to utilize the extra space for additional office space.
- Architect agreed to take all the committee members input and make changes to the floor plan and send that to the town prior to next meeting for further review.
- OPM asked the town if we could save money by looking into whether the town could donate some fill for the initial site work. Kevin was going to inquire. Also generic conversation surrounding the sale of the pine trees being cut own for site work was had. OPM requested something be saved for the purpose of making a lobby bench.
- Also brought up were solar panels and whether the committee had given any thought to that? No decisions were definitively made during this meeting.
- Next meeting scheduled for Wednesday Oct 14<sup>th</sup> @ 6:00 pm.

# Fire Station Committee Meeting 10/14/2015

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Attendees: Architect, OPM, Sandra, Mike, Robert, Mark, Dorothy

Absent: Kevin, Matt, Brian

- Meeting called to order @ 6:00 pm by Meeting Chair Sandy Wilson
- Working session reviewing the floor plans – laid out as agreed to after last meeting and after additional input from Mike & Robert who met with Jeff & Chris the Friday after last meeting
- Layout provided tonight captured the changes
- The floor plan is now at 18K sq. feet but meets the program needs. OPM began talking about how to design to cut costs – stopped discussion to go back to confirm the layout with the whole committee.
  - Suggested that minor changes be made to make Admin area a bit larger. Make Asst. Chief room slightly smaller? The lobby slightly smaller?
  - No need for power outlets in upstairs locker area.
  - Leave loft space open with railing. Do need beam for a lift to loft area.
  - Cistern tank out back. For training.
  - Provide for an electric car charging port on North side parking – Mark & Kevin to investigate grants?
  - At the next meeting the Architects will present the full schematic design with cost and site plan, and we can start getting into the details of each space.
  - Mike made motion to accept the plans as presented with the changes as discussed. Mark seconded. Voted unanimously.
- Nov 4<sup>th</sup> – next meeting. 6 pm
- Planning board will be Dec 22<sup>nd</sup>. ZBA in Feb. Then go to bid end of Feb.
- Mike suggested we should tour other stations for review of materials.
- Discussed the exterior construction, most likely will be concrete block on West & North side, clapboard on the East side, looking at 30 or 50 yr shingle roof.
- Robert Motion to approve minutes for Sept 2, 10,16,30. Mike Seconded- voted unanimously.
- Dorothy left at 6:55pm
- Mark made the motion to Adjourn, seconded by Mike – voted unanimous - adjourned 7:30pm

# Fire Station Committee Meeting 11/4/2015

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Attendees:

Architect, OPM, Kevin, Sandra, Brian, Mike, Robert, Mark, Dorothy & Civil engineering representation.

- Meeting called to order @ 6:00 pm by Meeting Chair Sandy Wilson
- Opening conversation was had with Civil Engineer "Hillary" regarding site grading as well as site elevations as it relates to potential site cost as well as retention ponds. Site currently designed to cover a 10 year flood situation. Discussions were had regarding the required surrounding retaining walls and higher costs associated with them. OPM recommended we explore omitting the entrance on Paxton St which will save costs on side retaining walls as well as paving costs and site grading. Board agreed and requested Architect review and come up with cost savings analysis.
- Discussion was had surrounding Opti Com with regards to placement and how to cost effectively ensure that it will work for the Department and that it can be triggered with ample time to turn lights and allow the trucks out the driveway.
- Mark Wilson requested that EMS storage room door be moved further into the building or to a different wall for employee comfort as well as to maximize internal storage.
- Kevin requests to explore a larger admin office for storage reasons.
- OPM inquires about cost and need of collapsible wall in meeting room to potentially save funds if not needed. More discussion needed with the thought that we design for it even if we don't implement it right away.
- Architect discussed all floor plans and provided initial layouts with estimated hard costs. OPM inquires about high construction contingency and recommends to lower percentage to approximately 3% from 10%.
- Meeting call to Adjourn @ 7:45 by Brian Cooper and 2<sup>nd</sup> by Dorothy. All in favor.

# Fire Station Committee Meeting 11/23/2015

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Attendees: Architect (arrived 6:23 pm), OPM, Kevin Mizikar, Mike Dupuis, Robert Wilson, Mark Wilson, Dorothy Dudley, Sandra Wilson,

Absent: Brian Cooper

- Meeting called to order @ 6:05 P.M by Sandra
- Discussion regarding having a public meeting for abutters to show them the progress to date, the proposed landscaping plans prior to the Planning Board and ZBA meetings so we have their input in time to include in the submission packets. Kevin will prepare the presentation with the help of the OPM and architect. After the architect arrived it was determined that December 2<sup>nd</sup> at 6:30pm would be best date and time for public input so that any obvious concerns/changes can be incorporated in the submission packets. Others may attend if they wish. The Architect will do most of the presenting.
- Kevin reported that he has the signed purchase option for 1 Paxton St. and is meeting with Becker on Nov. 24<sup>th</sup>.
- Architect presented the latest site plan. Main points
  - No driveway on the north side. This eliminates the need for a retaining wall on that side although there still will be grading required. This also eliminates the entrance to the loft, the lower door entrance will remain, the transformer is moved to the NE corner of the property,
  - The retaining wall along the driveway will be from 6ft to 12ft high, need to accommodate the outside stairs. Asked them to reconsider this design and location to minimize this even if it means changing the property line between the two lots.
  - The retention pond is still at a 10yr storm level. Asked them to consider if it could be slightly deeper and larger to accommodate more.
  - Discussed the use of Arborvitaes along the west property line – cheaper than fence and can grow higher than a fence.
  - This plan still has 40 parking spots 12 up top, 28 below. Asked them to consider adding 2 additional up top.
  - Discussion about having additional catch basins and moving the locations slightly to eliminate the possibility of bay floor flooding with heavy rains.
  - For the drainage of the top lot – need to explore options to the street or other that would eliminate the need for a pipe to the retention pond.
- Architect reviewed the latest on the building envelope and interior design points
  - They adjusted the back (west) wall to have more depth
  - Discussed the need for that wall to be available for training, will remove the sidewalk for a portion of it and design for removable parking guardrail/posts.
  - Will relook at the trench drains to see if 2 longer rows of 5 will be more feasible and cost efficient than 3 shorter rows of 5.



- The training room – they have the additional exits and the wall divider in the plans
- Adjusted the width of the stairs a bit and other tightening that allows the dorm rooms to be slightly larger.
- Exterior being proposed is a concrete clapboard (hardiplank) – looks like wood but has lower maintenance and longer life, can be painted. Around the bay doors will be block masonry maybe wrap to west wall for contrast and for the ladder training. Roof asphalt shingles on pitched roofs, 60 mil PVC on flat roof.
- First Planning board meeting in January is the 5<sup>th</sup> – the submission packet has to be submitted 45 days prior. We will need to submit Dec 10<sup>th</sup> for the Jan 19<sup>th</sup> meeting. ZBA meeting filing is 30 days prior.
- Mike made a motion to accept the minutes from October 14<sup>th</sup> and November 4<sup>th</sup>. Mark seconded. So voted.
- Motion to adjourn @ 8:14 pm made by Mike and 2<sup>nd</sup> by Mark...so voted.

# Fire Station Committee Meeting 12/10/2015

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- Attendees

Architect, OPM, Kevin, Mike, Robert, Mark, Dorothy , Sandra, Brian

- Meeting called to order @ 6:00 P.M by Sandra
- Architect opened the meeting with discussions about mechanical drawings and more specifically HVAC options. After careful review and debate the board ultimately decided to choose Option 2 with baseline as a backup plan as found in the Engineering Economic Analysis booklet. Motion made by Robert and 2<sup>nd</sup> by Brian. So voted.
- 2<sup>nd</sup> order of business was landscape design. Generic discussion was had. Kevin mad points surrounding the property line and not doing any additional paving in 1 Paxton St near the retaining wall that has to be built based on the unknown future of the site and whether the town would own the property in the future. The board seemed to agree on the landscaping layout. Mike had inquired about a drafting tank on the perimeter of the parking lot for training purposes only. I think further discussion has to be had on this.
- 3<sup>rd</sup> order of business was generic discussion surrounding the floor layout for the interior spaces. Minor changes were made and not many concerns by the board seemed to pop up. Mark did have some concerns which were expressed regarding proper natural light for the kitchen. Also regarding the kitchen everyone seemed to agree on a non-commercial kitchen which saves on other costs. Since the kitchen isn't open to the public. The bump out was removed by the architect from the training room. No one disagreed. For the benefit of the planning board the committee agreed the exterior façade was ok but further discussions should be had regarding exterior wall colors and color layout.
- Lastly Kevin stated the P&S was progressing nicely and should be signed within a few weeks.
- Motion to adjourn @ 8:00 pm made by Brian and 2<sup>nd</sup> by Dorothy...so voted.

# Fire Station Committee Meeting 12/23/2015

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- Attendees

Architect, OPM, Kevin Mizikar, Mike Dupuis, Robert Wilson, Mark Wilson, Dorothy Dudley, Sandra Wilson, Brian Cooper

- Meeting called to order @ 6:05 P.M
- Architect had discussed having a cost analysis of project due by Jan 6<sup>th</sup> with the knowledge that it's still in the rough phase and is subject to change as the project matures. Also he'll have more accurate set of drawings available for the board members to view.
- OPM and Architect did debate over the current projected project cost but again with some many things still needed to be decided there's still room for cost savings and was acknowledged by all parties. Point of the OPM's argument was he wanted to ensure the Architect was keeping an eye on the town's budget all while cutting waste and or exploring alternative means of getting the project completed without sacrificing quality and still meeting the town's needs. The board was understanding of the fact that based on our tight timeframe that we understood there would have to be a balance of time management with regards to final decisions made and the budget. We do expect the Architect to hammer out a leaner budget without losing sight of what we want out of the building.
- Some board members had expressed concerns over the amount of time we'd have to look at the drawings and debate any potential changes. The question was poised about how much time we'd have to look over the drawings. Accommodations are being made for the board members to review drawings in the town hall within the town managers office area. Architect & OPM will work to make sure documents are posted to the OPM's Project website as soon as possible prior to meetings.
- Architect had made a request to meet with the town's IT person to ensure we have their input. Brian has asked town manager to join this meeting.
- Some exterior colors and siding options as well as exterior building layout as it relates to siding were discussed and it was stated that the board will have the opportunity to view a mock up wall with colors and building materials for final approval.
- Motion to adjourn @ 7:23 pm made by Sandy and 2<sup>nd</sup> by Dorothy...so voted.

# Fire Station Committee Meeting 1/6/2016

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- Attendees

Architect, OPM, Mike Dupuis, Robert Wilson, Mark Wilson, Dorothy Dudley, Sandra Wilson, Brian Cooper

- Meeting called to order @ 6:00 P.M.
- Architect had opened the meeting with discussion surrounding the budget and more specifically around A.M. Fogerty's design development cost estimate. The board and the town's OPM expressed concern and disapproval regarding this being over budget and requested that the architect's go back to the drawing board and come back with a rendering that represents the towns needs and their budget.
- The Architect had made a pitch to the board of shrinking the current apparatus bays from 5 to 4 which was not approved by the board members and was not the course of action the town wanted to take as it doesn't suite the Dept's needs.
- During the meeting there was a lot of discussion and recommendations from all sides about building materials and creative ways to get this project on time and budget. During this debate all parties agreed that the Architects' need additional time to explore more options and even if that meant pushing the projects time line back a few weeks, it would be worth it.
- Mark made a motion to accept the December 23, 2015 meeting minutes and was 2<sup>nd</sup> by Mike. So voted.
- Next meeting set up for Jan 20<sup>th</sup> at 5pm for the board, with the architect joining at 6pm – meeting maybe moved pending the progress of the architect's drawings and the ability for the town and the OPM to review prior to this meeting. Architects will be posting the detail design to the project website no later than Monday Jan 18<sup>th</sup> for the board to begin individual review prior to the 20<sup>th</sup> meeting.
- Motion made to adjourn @ 8:00 pm made by Brian and 2<sup>nd</sup> by Mark...so voted.

# Fire Station Committee Meeting 1/20/2016

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- Attendees: Architect, OPM, Mike Dupuis, Robert Wilson, Mark Wilson, Dorothy Dudley, Sandra Wilson, Brian Cooper, Kevin Mizikar
- Meeting called to order @ 5:10 P.M. (without Architect)
- Opening statements surrounding the soft approval from N. Grid regarding the gas line that would service the property. This is based on the flow required for the heating system.
- Quick word regarding the P&S which hasn't yet been finalized but is close to being completed. If the negotiations don't work out then the Special Town Meeting on Jan 26<sup>th</sup> has a warrant article that will provide the town with additional options to obtain the property from Becker College.
- Discussions on what we are expecting from the architect and what requirements we must have. The budget is set and the plans need to fit within the budget.
- Architect arrived at 6:00 P.M.
- The board had had discussions surrounding honing in on plan # 1 with work still to be done in certain cost saving areas such as HVAC , electrical and other structural ideas as this plan was still \$500,00 over budgeted amount. Subsequently the Architects had brought to the meeting a plan 4 & 5 which was discussed at great length and overall the board did like a blend of several plans leading to the final thoughts at the end of the discussion. There is still a need for 80' bays and storage mustn't be sacrificed. We still had asked the Architects to continue to develop the plans in hopes we could see a more accurate picture come the next meeting that fits the budget.
- Update presented from the planning board meeting which went well in that the project was approved with 2 conditions. One was the flag pole was to be changed and the rod iron fence along Main St. that will be removed due to the driveway should be repurposed on the property.
- Next meeting set up for Feb 3<sup>rd</sup> @ 6pm at the Town Hall
- Motion made to adjourn @ 6:50 pm made by Sandra and 2<sup>nd</sup> by Brian...so voted.

# Fire Station Committee Meeting 2/03/2016

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- Attendees: Architect, OPM, Mike Dupuis, Robert Wilson, Dorothy Dudley, Sandra Wilson, Brian Cooper, Kevin Mizikar
- Absent: Mark Wilson

- Meeting called to order @ 5:30 p.m.
- Discussion with the OPM about the status of the project and the latest versions of the plans.
- National Grid still has no new update as to the gas service to the area. Kevin is going to speak to them to get an update.
- Quick word regarding the P&S which hasn't yet been finalized but is close to being completed. Kevin is going to speak to Becker College president regarding the finalization.
- Architects arrived at 5:50 p.m.
- Version "4.5" was presented to the board from the architects and some of the changes the board spoke about last meeting were addressed and included in this current proposed footprint. Some changes the board made within this meeting were the omission of the bunk room windows, we would like to keep the 2 door from the apparatus bay into the parking lot and explore the opportunity to have 3 equal unisex shower/baths on the private quarter's floor. Motion was made by Mike, 2<sup>nd</sup> by Brian and voted.
- There was general discussion about the new timeline presented to the board from the architects and both parties agreed that we wanted to expedite this process as much as possible without sacrificing quality. We have hopes to ensure receiving all bids quicker than the June timeframe proposed in this new timeline.
- Mike, Brian and an IT professional have agreed to meet on Tuesday Feb 9<sup>th</sup> to discuss the buildings IT needs and report the findings and proposed action plan back to the board for open discussion.
- Brian and Mark have been tasked with working on the FF&E portion of this project. Brian is to set up a meeting with a furniture vendor after reviews of the buildings needs are discussed to review options.
- Next meeting set up for March 1st @ 6pm at the Fire Station
- Motion made to adjourn @ 7:25 pm made by Brian and 2<sup>nd</sup> by Dorothy...so voted.

# Fire Station Committee Meeting 3/01/2016

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- Attendees

Architect (Chris), OPM (Gerald) , Mike Dupuis, Robert Wilson, Mark Wilson, Dorothy Dudley, Sandy Wilson,

- Meeting called to order @ 6:00 pm
- Architect presented final Design Documents(DD) and updated Construction Documents (CD).
- Details of each room were reviewed. Discussions were had concerning:
  - Bathrooms in the Fire Fighter quarters. Asked to redesign to have 3 single inclusive bathrooms instead of 2 multi person bathrooms. Robert made a motion to make this design change, Mike seconded. So Voted
  - North side walkway – agreed that it should be eliminated from the Paxton St side to fitness room. A walkway will be maintained to the lower (west end) parking lot.
  - Locker area to be open area
  - Rooftop HVAC units – 3 one each for Public area, FF Quarters, and Administrative area, there will be a drop to the Apparatus floor and fitness area
  - The roof will be tapered to the middle with the overall base sloped to prevent snow & ice buildup and overflow from the edges
  - Vinyl/tile in the halls, carpet in the offices
  - Elimination of all wheel stops on the West End.
  - Have the construction of the Cistern be an add-on, the plumbing should be included for 5000 gallons
  - Electronics and security will be discussed with Mike & Brian on Friday
  - Generator to be dual fuel (gas & propane)
- Architects are preparing final documents for the Planning Board (elevation documents)
- Architect to send to Kevin the expected Gas load (including the generator)
- Architect asked that the FF&E and IT plans be layered onto the construction documents. Will work with Brian to get that done.
- Next meeting March 30<sup>th</sup> at 6pm at Station 1.
- Motion made to adjourn @ 8:10 pm made by Dorothy and 2<sup>nd</sup> by Mike ...so voted.

# Fire Station Committee Meeting 3/30/2016

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- Attendees

Architect (Chris), OPM (Gerald) , Mike Dupuis, Robert Wilson, Mark Wilson, Dorothy Dudley, Brian Cooper, Sandy Wilson,

- Meeting called to order @ 6:00 pm
- Architect presented the town and board the 60% cost estimate and drawings. Full sized set to the OPM and Chief, Half-size for town records. Reviewed Exterior & Interior design.
- Board members discussed items that were included for confirmation:
  - Wall hung lockers
  - Double Tier Lockers in Locker room
  - Kitchen Appliances (36" Fridge, 36" Stove w/griddle, microwave, 2 bowl sink, quiet dishwasher
  - Dryer Cabinet and extractor for turnout gear
  - Ice maker
  - Small fridge for EMS (apt. sized not dorm size)
  - Outside stairs are hot dipped galvanized metal (Versablock was too complicated)
- Confirmed the following were not included:
  - Cascade system (plumbing will be there but not the system)
  - Regular dryer for linens
- Discussion was had regarding the generator. Asked to price it out with duel fuel and 1,000 gal buried tank
- Discussed/reminded the Architects of the need for hot/cold internal faucets to 2 points on the apparatus floor for various reasons. Agreed that the fill hoses could be reduced to 2 between the 1<sup>st</sup> & 2<sup>nd</sup>, and 4<sup>th</sup> & 5<sup>th</sup> bay doors.
- Shelving for the rooms off the apparatus bay need to be in contract as WB Mason doesn't carry them. Discussed if it should go separate as part of FF&E and check on used or Mastermans.
- Agreed that these would be priority Add-ons
  - Expansion of the apparatus bay
  - Duel Fuel Generator
- Discussion status of bidding.
  - Town Administrator & Town Counsel to provide General Conditions, Supplemental Conditions, Overall Contract T&Cs
  - There will be a Pre-bid Conference, 1 week after bids released. Not mandatory.
  - Agreed that the duration of the construction period should be 305 days. This starts with either contract signing or notice to proceed (whichever is first) to substantial occupancy (ie punchlist is identified and costed)
- Architect proposed the use of biddocs online as the method of soliciting the bids. This is an electronic bidding system that provides for electronic receipts of bids. It also saves money in



that we don't have to provide as many hard-copies of the construction documents or bid requirements. Brian made a motion to use Biddocs, Mike seconded. So Voted.

- Discussion about utility connections from Paxton St. A new pole may be needed in order to connect the service. Committee asked the architect to explore the option of putting those connections underground.
- Architect is to send PDF of plans to Brian so that the FF&E can be included in the final documents.
- Architect will work with the chief to have the second IT/Radio review meeting with the appropriate subject matter experts
- Mark left at 6:25pm
- Next meeting April 20<sup>th</sup> at 6pm at Station 1. The Architects will then plan to present to the Board of Selectman on April 25<sup>th</sup> the final design and layout of the station.
- Motion made to adjourn @ 8:00 pm made by Dorothy and 2<sup>nd</sup> by Mike ...so voted.

# Fire Station Committee Meeting 4/20/2016

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- Attendees

Architect (Chris), OPM (Gerald) , Mike, Robert, Mark, Dorothy, Brian,

- Meeting called to order @ 6:15 pm
- Architect presented the town and board the 60% cost estimate and drawings.
- Board members discussed Add Alternates within the scope of work. It was agreed to omit the dual fuel generator.
- Generic Discussion was had surrounding the budget, construction timeline and bid thoughts. Also some questions surrounding bid notifications was asked.
- Brief discussion surrounding furnishings and lockers. WB Mason is making some changes to their current bid and is adding a few alternatives to the current furnishings.
- Architect is going to provide some options to the board to provide us with some financial cushion incase budget gets to tight of things we could live without.
- Chris our architect is to follow up on underground utilities as this is the board's preference.
- Next meeting set up for May 4<sup>th</sup> @ 6pm at Fire Station #1
- Motion made to adjourn @ 7:30 pm made by Brian and 2<sup>nd</sup> by Dorothy ...so voted.

# Fire Station Committee Meeting 5/4/2016

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- Attendees

Architect (Chris & Jeff), OPM (Mike) Sandra, Robert, Mark, Dorothy, Brian,

- Meeting called to order @ 6:10 pm
- Architect shared as an example the sub bid sheet from the Uxbridge Fire Station build to give the board some ideas about where we think the bidding will be financially comparatively speaking.
- The board has made recommendations to omit several line items from the valued engineering item lists provided by the architects such as lightning protection from the building, heavy duty shelving, trash fencing and tree removal. The town currently has a cheaper bid on hand for the tree removal portion which will probably replace this line item.
- Board discussed that the turn out gear lockers will be handled by the town.
- Brief discussion surrounding furnishings and lockers. WB Mason is making some changes to their current bid and is adding a few alternatives to the current furnishings. Brian to provide the architects with a hard budget number for the benefit of creating more firm and accurate and all inclusive financial spread sheet of the project as a whole . This will be handled by the architect.
- Kevin will be handling the communications with Bid Docs as well as speaking to the Towns attorney regarding the “front end” documents that are required asap.
- A bidders walk thru is scheduled for May 24<sup>th</sup> @ 11 am to walk thru the project.
- Next meeting set up for June 29<sup>th</sup> @ 6pm at Fire Station #1
- Motion made to adjourn @ 7:30 pm made by Dorothy and 2<sup>nd</sup> by Sandy ...so voted.

# Fire Station Committee Meeting 6/29/16

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## Attendees,

Architects, OPM (Mike & Pete), Kevin, Mike, Robert, Dorothy, Brian, Mark, Sandra, Scott LaFlash

- Meeting called to order @ 6:05 pm
- Initial discussion was had surrounding the bids that came in and mores specifically the winning lowest bidder. Builders Systems, Inc from Auburn, MA. OPM has had very good experience with them.
  - Part of the goal within this meeting was to go over the list of items for change orders in which the board felt was important to the project. Item #1 was the Add Alternative #1 in the bid to expand the Apparatus Bay. Other items recommended by the architects were Training Cistern, TOG Lockers (town purchase-GC install), HVAC Controls (add room controls), HardyPlank (vs siding), Plam counters to Solid Service, Ceramic Tile in the public bathrooms, Dumpster and generator fencing - All items were discussed by the board and voted in favor of incorporating back into the project. Additional items were discussed; change Paxton St curbing from concrete to granite, fencing along west & north sides and radiant heating on the apron to the bays. The board asked the architect to price out the first two and decided the third wasn't needed. Pricing for the first group was previously done by the architect's estimator and presented. We asked the Architect to estimate the other two items.
- The chief proposed adding the training tower to the Northwest corner. It would be a 16' square addition 3 stories high with metal stairs and windows. The door to the apparatus bay would need to be moved, the sidewalk to the training room would need to go around this tower Motion made by Sandra to authorize the architect to estimate the cost of design and constructions (ie a fee proposal), 2<sup>nd</sup> by Mike. So voted.
  - Robert spoke of having access to piping and also wanted to explore the theory of putting a fire hydrant within the property to fill the fire trucks. Architects recommended having the GC examine the pipes to confirm they are viable and have the GC price out what it would take to dig the trench and lay the pipe along the driveway to Main St. This will be brought back to the board for open discussion and possibly voting at a later date.
- OPM trying to meet DCAM on 6-30-2016 so we can keep the ball rolling. They recommended that a letter of intent be sent by Kevin immediately so that the GC can initiate all the paperwork so that work can begin as soon as possible after the Selectman's meeting on 7-11-2016 which is when the contract should get signed.
- Architect & OPM asked that Kevin review the tower addition with the town planner to determine if that change would require presentations to any other boards.
- Meeting minutes from May 4th meeting were brought forth and a motion was made by Dorothy and 2<sup>nd</sup> by Mark. So voted.
- Next meeting set up for Wednesday July 6<sup>th</sup> @ LFD station #1 @ 6 p.m.

- Motion to adjourn made by Dorothy made @ 7:30p.m and 2<sup>nd</sup> by Mark. So voted.

# Fire Station Committee Meeting 7/6/16

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Attendees: Architects, OPM , Mike, Robert, Dorothy, Brian, Scott, Sandra

Absent: Mark

- Meeting called to order @ 6:00 pm
- Initial discussion was had surrounding DCAM results and winning bidder had a score of 95% follow by the 2<sup>nd</sup> lowest bidder which scored a 92%. Motion was made to accept by Robert and 2<sup>nd</sup> by Mike...board voted unanimously. This will be put in front of the board of selectmen on their July 11<sup>th</sup> meeting. The board would like Kevin to send out the letter of intent asap with our hopes to have the contract signed by July 12<sup>th</sup>.
- It was noted in the meeting that BSI (GC) will be using Glenn Hines Excavation out of Leominster for the site work on this project.
- The board briefly went over the estimated budget numbers for the complete IT package for the project which was thought to be approximately \$100,000.00
- If all goes well we'd like to have a "Ground Breaking "ceremony on July 26<sup>th</sup> @ noon onsite.
- The board asked to "explore" the training tower idea more in depth with regards to pricing and feasibility, prior to authorizing it to proceed. Architect presented preliminary plan that shows a 15x16x35 tower nested into the north-west corner of the building. Discussed that the stairs for EMS training need to reflect residential stair configurations. If we proceed with the tower it will have to be brought before the Planning Board for approval. Architect to provide new impervious square footage to Kevin & Sandy so they can check if it has to go back before the ZBA or not. The chief said the tower will be able to get a waiver so it won't have to have fire suppression systems because it isn't occupied. It needs a floor drain and open tread stairs and at least one pulley hoist from the ceiling. Windows should be metal shutters.
- Sandy made a motion to allow the Chief to authorize the Architects to complete the design to present to the planning if when he reviews the estimate it is reasonable as discussed. Mike seconded. Voted unanimously.
- The Board also reviewed and discussed a little more in depth the added scope list with the estimated cost associated to each.
  - TOG lockers – town to buy
  - SCBA Compressor – from state bid list – applying for a grant
  - FF&E – town to buy
  - The following are to be estimated by the GC or file sub-bidders
    - Increase concrete apron to 6'
    - HVAC additional control package
    - Vinyl siding to Fiber Cement board
    - Vinyl flooring to Ceramic tile in public restrooms
    - Paxton St. Curbing from pre-cast to vertical granite
    - Training hydrant

- The OPM & Architect will set up a Kick off construction meeting with the GC for July 26<sup>th</sup> @ 10am @ the town hall. Based on the OPM's recommendation the board should have one member approved to speak for the group on behalf of the town as well as 1 alternate. Robert was voted by the board to oversee the construction with Mike being an alternate. Brian brought forth the motion and it was 2<sup>nd</sup> by Mike...board voted unanimously.
- Future meeting for the board are to take place tentatively on the 2<sup>nd</sup> Wednesday of every month starting in August. With our first meeting on August 10<sup>th</sup> @ the Town Hall
- Meeting minutes from June 29<sup>th</sup> meeting were brought forth and a motion was made by Mike to approve, 2<sup>nd</sup> by Dorothy. So voted.
- Motion to adjourn made by Dorothy @ 7:30p.m and 2<sup>nd</sup> by Brian. So voted.

# Fire Station Committee Meeting 8/31/16

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## Attendees,

Architects, OPM , Mike, Robert, Dorothy, Brian, Scott, Sandra, Kevin, Mark

- Meeting called to order @ 6:10 pm
- The plans for the tower as presented to the planning board included a perimeter fence for the North and West side of the property. The architect presented options. Motion made by Sandra to select the solid white vinyl fence with flat post tops and 2<sup>nd</sup> by Dorothy. Voted unanimously. The GC will provide estimates and the town will investigate putting it to bid separately.
- At the planning board meeting we promised the neighbors we would keep them informed of our progress and changes and they can address any questions through Kevin's office and we would respond.
- The Board discussed added scope items including training tower. We're still waiting on final budget numbers for many items prior to voting to approve or deny line items. Most importantly line items that will affect site work should be discussed first and budget numbers should be voted on so as not to affect any deadlines.
- The building permits have been issued and all paperwork from the town's perspective is all set.
- There was a discussion surrounding building colors for siding, and other exterior finishes. The concrete colors for the apparatus bay and tower were reviewed. Dorothy made a motion to go with the darker maroon/red, with cream and sand colors, Mark seconded. Voted Unanimously. Architect took note and will convey to the GC.
- For the siding for the rest of the building, we did as a board come up with some options for the Architect to take away and bring back some larger wall samples with the colors we picked. Sandra made motion to have sample boards made up and 2<sup>nd</sup> by Mike.
- Architect & OPM described what occurs at the weekly construction meetings. OPM recommended that the board authorize the Chief to be able to approve emergency change orders up to a specified amount as recommended by the architect and/or OPM. These are changes that would stop the construction schedule and can't wait for the committee's monthly meeting with the full input of the architect and OPM. Sandy made a motion that the Chief be authorized to approve emergency change orders up to \$5,000 during weekly construction meetings. Brian seconded. Voted unanimously. Assistant Chief Mike Dupis is a back up for this process in case Robert is unable to perform these duties.
- The ground breaking ceremony will be @ 11 am on Sept 13<sup>th</sup> at the job site. Sen. Moore and State Rep Kate Campanale will be on hand for the event.
- The contract length for this project is 300 days from signing and started July 15<sup>th</sup>.
- Future meeting for the board are to take place on Wednesday Sept 14<sup>th</sup>, Wednesday Oct 12<sup>th</sup> and Wednesday Nov 16<sup>th</sup>.
- Motion to adjourn made by Brian @ 7:45p.m and 2<sup>nd</sup> by Mark. So voted.





# Fire Station Committee Meeting 9/14/16

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## Attendees,

Architects, OPM , Mike, Robert, Dorothy, Brian, Scott, Sandra, Kevin, Mark

- Meeting called to order @ 6:05 pm
- The architect had preliminary budget numbers on the training tower but no one including the OPM and architect felt the numbers were appropriate and felt the GC needed to sharpen their pencil. The OPM was going to go back to the builder to discuss. He was going to ensure that a final and more realistic budget number would be presented to the board prior to the next meeting on Sept. 28<sup>th</sup> so the board could vote on the matter. He was to have the budget # to the OPM on Sept. 22<sup>nd</sup>. Additionally speaking the other alternant options need to have final budget #'s put to them so the board can discuss.
- As it relates to the architects and construction schedule nothing has changed.
- A color palette has yet to be put together but all agreed we still had some time to get something viewed and voted on. Additionally the board would like to modify the exterior building sign to reflect some minor changes to include having the Town's name on it. Architect will present at next meeting.
- There was an item open to discussion additional trees that need to be removed. 4 are along the driveway side which bordered the convenience store, and 2 on Paxton St. In addition the Package store owner would like all the trees removed on his side at the Town's expense and a stone wall erected. The Town administrator will be asking the Town's arborist to investigate the trees that overhang the Main St driveway and report back to the board with some findings as to whether the trees can be safely pruned without compromising their integrity or should be removed completely. We will revisit this matter at the next meeting.
- A motion was made by Mike and 2<sup>nd</sup> by Mark to amend the previous meeting minutes to reflect the addition of additional information regarding addressing residents concerns surrounding the building and the site work. So voted and meeting minutes from July 6<sup>th</sup> and August 31<sup>st</sup> to be approved as amended.
- A recommendation was made by the OPM to install "No Trespassing" signage around the perimeter fencing as well as "fully" securing the perimeter fencing surrounding the job site. Currently there is an opening for the resident that still resides at 1 Paxton St.
- OPM also wanted to ensure a site boss will be onsite per contract daily moving forward and was going to speak to the contractor regarding this matter.
- Chief Wilson and Brian Cooper have been working on furniture and have given a deadline to have all drawings in to the board prior to the Oct 12<sup>th</sup> meeting so the board can fully discuss.
- Future meeting for the board are to take place on Wednesday Sept 28<sup>th</sup>
- Motion to adjourn made by Brian @ 7:00p.m and 2<sup>nd</sup> by Mark. So voted.

# Fire Station Committee Meeting 9/28/16

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Attendees: OPM (Pete), Mike, Robert, Dorothy, Brian, Sandra, Kevin, Mark

Absent: Architect

- Meeting called to order @ 6:05 pm
- Up for discussion was pricing for several RFP's. The intent was to be able to recommend to the Board of Selectmen a change order for the contract. The firm numbers were not available so BSI will have 2 more weeks to finalize all the RFPs before the committee brings the contract change to the Board of Selectmen for signature.
- As it relates RFP # 1 which is the tower. The proposal came in lower than previous ones although the OPM felt several line items could still be financially improved upon. The current proposal comes in @ \$ 151,989 without the stairwell and some minor items. Due to the cost of the plumbing that is removed and the floor will be at a pitch such that the water will flow to the drain on the apparatus bay floor. Electrical will be a single conduit and the fire department will install wall mounted lights as needed. The board voted to incorporate the stairs back in and keep the price at a "not to exceed" \$202,000. Motion made by Robert and 2<sup>nd</sup> by Mark. Unanimously voted. The OPM will inform BSI they can order the rebar so that the foundation can proceed and to work through the final price.
- With regards to RFP # 3 which is for interior finishes the board voted to approve the use of ceramic tile @ a "not to exceed" \$3,800 but denied the cost to install solid surface counter tops. Motion was made by Robert and 2<sup>nd</sup> by Brian. Voted unanimously.
- With regards to RFP #4 which was for additional concrete work a not to exceed amount of \$6,500 total was voted by the board. Motion made by Robert and 2<sup>nd</sup> by Mark. Voted unanimously.
- The board is still waiting on several RFP budget numbers for HVAC controls, fiberboard siding and granite curbing costs. OPM is in contact with the building to try and secure these RFP prices.
- With regards to the trees on the driveway, an additional few trees have to be cut down but leave them "stumped" to allow for proper site work and finished product. The total cost will be in a RFP/change order. The go ahead was given at the site meeting to prevent delays.
- The board discussed that there is a need to relocate a Verizon pole on Main St. which will cost \$4,006 and come out of the budget's contingency.
- There was an error made on the actual depth of the sewer connection it is 6' and not 16', which will require the Firefighter quarter's waste to go down to the apparatus bay and be pumped out by ejector pump. The preference will be for an E-1 dual ejector pump which is the preferred pumps used by Leicester Water Supply District.
- Meeting minutes from the Sept 14, 2016 meeting were approved by the board. Motion made by Dorothy 2<sup>nd</sup> by Brian. So voted.
- Next meeting set for Wed. Oct 12<sup>th</sup> @ Station # 1 @ 6pm.
- Meeting adjourned @ 7:15 pm . Motion was made to adjourn by Mike and 2<sup>nd</sup> by Dorothy.

# Fire Station Committee Meeting

## 11/16/16

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### Attendees,

Chris (architect), OPM (Pete & Mike), Mike, Robert, Dorothy, Brian, Sandra, Kevin, Mark, Scott, Kevin & Griffin Electric

- Meeting called to order @ 6:00 pm
- Griffin Electric came in to introduce themselves to the board and made clear they wanted to connect with the GC regarding scheduling etc. but as of yet they haven't heard from him. We made them aware as they probably already knew that all communications such as that had to be discussed with them and not through us.
- Mike our OPM had serious concerns regarding a "Critical Path Schedule" or lack thereof from the GC (BSI) and was under the impression they were behind schedule from a construction standpoint. We had requested this schedule be put together approximately a month prior but have yet to see one. They were given until Tuesday Nov 22<sup>nd</sup> to produce one. Mike has made recommendations to schedule a meeting between their bonding agency, the board, and the town's council to ensure all parties are on the same page. Also it was Kevin's intentions that if such documents weren't produced that a legal letter would be drafted from the Town's council and sent to the GC stating our concern for their lack of effort put forth into the project however the GC has been verbally notified of the Town's and Boards concerns.
- Kevin did share a letter from the GC and their formal request for an additional 18 days to be added on to the project deadline date. This was taken under advisory by the Board and no further discussion will be had until the GC gets back on track with firm schedules and timeframes.
- The Board had some discussion surrounding the items within Change order #1 and voted to appropriate Kevin & Sandra the ability to sign and approve items within this change order with a not to exceed dollar amount of \$ 224,888.00 for said items in change order. Motion was made by Brian, 2<sup>nd</sup> by Mark...voted unanimously.
- Sandra did receive some info regarding perimeter fencing thoughts and options as well as soft costs but there is still more work to be done to finalize a price.
- Also a short discussion on FF&E as well as a review of the furniture footprint of the 3 floors was discussed. No current issues had by any of the board members. Robert will be securing final exercise equipment numbers relatively soon.
- Next meeting date was tough to nail down as we had a lot we were waiting on so the board settled on Dec 15<sup>th</sup> knowing this could change if a meeting is required sooner.
- Motion made to adjourn @ 7:40 pm made by Dorothy and 2<sup>nd</sup> by Mark.

# Fire Station Committee Meeting

## 12/15/16

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Attendees: Chris (architect), OPM (Mike), Mike, Dorothy, Brian, Sandra, Mark, Scott, Kevin

Absent: Chief Wilson

- Meeting called to order @ 6:05 pm
- Motion made to approve last meeting minutes made by Brian, 2<sup>nd</sup> by Mike..So voted.
- Mike our OPM had shared with the board the milestones or lack thereof from the contractors and stated they were approx 100 days behind schedule. OPM had requested a recovery plan but has yet to receive one from the contractor.
- Bond Update- the Town of Leicester created a letter to the construction companies bonding company to put them on notice. The Town requested a meeting by all parties to discuss concerns. Letter was to be delivered on 12-16-2016 and they're given 10 days to respond from delivery date. The town has sought private council (at our expense) on the matter.
- Added scope of work was briefly discussed. All items in green on description of added scope doc given by architect are included already. Line item #7 – Fill for the apparatus apron- is still waiting on the detailed dollar amount. OPM was asking the architect to draft a letter to the contractor to get this financial number to the Town and Board members.
- Mike made a motion to approve change order #2 which includes change requests # 8 revised Furnish & install plumbing revisions \$ 23,918.00 and # 9 Change exterior siding from vinyl to FCB \$ 1,528.00 TOTAL \$ 25,446.00 withhold \$1,100.00 and to not present a change order to the board of selectman from line items # 8 & 9. 2<sup>nd</sup> by Dorothy and voted. Under discussion it was explained that the amount voted was within the total amount approved by the BOS for change order #1 which came in under budget.
- Recommendation made by Architect to move Data/Voice lines in bedrooms as well as moving some power outlets. Also in Admin office we need to add 1 data line. Also need to lower the height of power outlet and data in the training room.
- Next meeting date TBD after bond meeting.
- Motion made to adjourn @ 7:45 pm made by Brian and 2<sup>nd</sup> by Mike.

# Fire Station Committee Meeting 2-8-17

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## Attendees,

,Kevin, Sandy, Robert, Mike, Scott, Brian, (Chris Logan Architect ), OPM Representation.

- Meeting called to order @ 6:15 pm
- Discussion was had surrounding Roof and siding colors and some selections were made. Brown for the roof and for the fiber board siding Grey was chosen. Motion was made by Brian, 2<sup>nd</sup> by Mike...so voted.
- PCO # 11 was discussed and the board will hold off on this until the architect speaks to the builder about sharpening his pencil on the budget # and different # for alternative for heat is explored. Also PCO # 12 for HVAC controls have to be vetted more closely the presented to the board.
- Still waiting on MassCor to produce additional furniture bid which Brian is working on.
- Revised project schedule now has been presented to the board as a critical path schedule is now set. Board still unsatisfied with the project completion date and wants to seek additional advice on schedule. Architect recommends establishing a new completion date and a better construction timeline. There was discussion regarding having the bonding agency tak over the project however at this time the Board felt it was still in the Town's interest to set expectations for BSI to put forth extra effort by way of working weekends and longer days to advance the completion date.
- Motion was made by Robert to approve last meeting minutes and 2<sup>nd</sup> by Scott...so voted.
- Next meeting date TBD.
- Motion made to adjourn @ 7:30 pm made by Brian and 2<sup>nd</sup> by Robert.

# Fire Station Committee Meeting 6-14-17

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## Attendees,

Kevin, Sandy, Robert, Mike, Scott, Brian, Dorothy, Mark, (Chris Logan Architect), OPM Representation (Mike), Representation from BSI (Dave Putnam, Matt Hains).

- Meeting called to order @ 6:00 pm
- Meeting today was held at the job site and a tour was had by the committee to inspect site and quality of work. All seemed to agree the quality of craftsmanship is there and site was progressing albeit way behind schedule.
- First item discussed was the colors again and the Board honed in on and picked the carpet tile color with a motion being made by Mike and 2<sup>nd</sup> by Mark. The Board also discussed Trex for the roof deck and a motion was made by Dorothy to accept the Trex and 2<sup>nd</sup> by Mike. Brian made a motion to pick the grey “park bench” for the front of the building and it was 2<sup>nd</sup> by Scott. All motions voted unanimously.
- The Board did request that Blue to represent the EMS team was to be incorporated somewhere and all agreed that at least one wall should be blue and to have the other match the floor. In addition extend color to the fitness room and stairwell. The architect is going to put together an artist rendering of the wall colors in the apparatus bays and we feel that incorporating the reds and blues in there on the walls in some way would look better. More to come on that at next meeting.
- Signage was discussed for the front entryway sign as well as the free standing sign in the landscaping. Mark made a motion to accept the artist rendering of both signs 2<sup>nd</sup> by Mike. Voted unanimously.
- No update on fencing proposal from contractor.
- Office furniture is ongoing and Robert and Brian will have a follow up meeting with furniture vendor to ensure all was captured and pricing is finalized.
- BSI ran through a high level overview of the current schedule and have a new completion date of Sept. 11<sup>th</sup> 2017.
- Previous minutes discussed and motion was made by Scott to accept Feb 8, 2017 and May 3, 2017 minutes. 2<sup>nd</sup> by Mark. Voted unanimously.
- Robert brought forth a different flooring option for the apparatus bay floors and made a motion to put out for an RFP to see what it would be. 2<sup>nd</sup> by Mark. Voted unanimously. More to come on this.
- PCO's # 7R, 10, 12R, 13, 10&15, 19, 20, 21R2, 23, 28 were discussed – these constitute Change Order # 3. Motion made by Brian to approve with a grand total of \$ 32,332.00 and 2<sup>nd</sup> by Mark. Voted unanimously. PCO details are, Apparatus drive fill, Re-routing of water & FP lines, Power & pneumatic provisions, Access control to door #310, Sanitary line/framing coordination, delete SL5 fixture, increase App bay floor to 4000 psi, Admin slab colorant, changes to toilet rooms 304 & 305, emergency roof scuppers.

- BSI left the meeting.
- There was a budget review by Kevin to discuss the state of the budget. To date there is some unforeseen financial burdens to the town that were not planned upon based on the contractors not being able to maintain the contractual schedule and as such designer services and OPM services through 10/15/2017 for a total of \$190,000.00 . Motion was made by Robert and 2<sup>nd</sup> by Mike to extend the OPM and Architect services through said date ( 10/15/2017) for the total of 190,000.00. Voted unanimously. Sandy will represent the board to get these and change order 3 approved at the next Selectman's meeting.
- Motion made to adjourn @ 8:35 pm made by Brian and 2<sup>nd</sup> by Scott.



# Fire Station Committee Meeting 6-14-17

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## Attendees,

Kevin, Sandy, Robert, Mike, Scott, Brian, Dorothy, Mark, (Chris Logan Architect), OPM Representation (Mike), Representation from BSI (Dave Putnam, Matt Hains).

- Meeting called to order @ 6:00 pm
- Meeting today was held at the job site and a tour was had by the committee to inspect site and quality of work. All seemed to agree the quality of craftsmanship is there and site was progressing albeit way behind schedule.
- First item discussed was the colors again and the Board honed in on and picked the carpet tile color with a motion being made by Mike and 2<sup>nd</sup> by Mark. The Board also discussed Trex for the roof deck and a motion was made by Dorothy to accept the Trex and 2<sup>nd</sup> by Mike. Brian made a motion to pick the grey “park bench” for the front of the building and it was 2<sup>nd</sup> by Scott. All motions voted unanimously.
- The Board did request that Blue to represent the EMS team was to be incorporated somewhere and all agreed that at least one wall should be blue and to have the other match the floor. In addition extend color to the fitness room and stairwell. The architect is going to put together an artist rendering of the wall colors in the apparatus bays and we feel that incorporating the reds and blues in there on the walls in some way would look better. More to come on that at next meeting.
- Signage was discussed for the front entryway sign as well as the free standing sign in the landscaping. Mark made a motion to accept the artist rendering of both signs 2<sup>nd</sup> by Mike. Voted unanimously.
- No update on fencing proposal from contractor.
- Office furniture is ongoing and Robert and Brian will have a follow up meeting with furniture vendor to ensure all was captured and pricing is finalized.
- BSI ran through a high level overview of the current schedule and have a new completion date of Sept. 11<sup>th</sup> 2017.
- Previous minutes discussed and motion was made by Scott to accept Feb 8, 2017 and May 3, 2017 minutes. 2<sup>nd</sup> by Mark. Voted unanimously.
- Robert brought forth a different flooring option for the apparatus bay floors and made a motion to put out for an RFP to see what it would be. 2<sup>nd</sup> by Mark. Voted unanimously. More to come on this.
- PCO's # 7R, 10, 12R, 13, 10&15, 19, 20, 21R2, 23, 28 were discussed – these constitute Change Order # 3. Motion made by Brian to approve with a grand total of \$ 32,332.00 and 2<sup>nd</sup> by Mark. Voted unanimously. PCO details are, Apparatus drive fill, Re-routing of water & FP lines, Power & pneumatic provisions, Access control to door #310, Sanitary line/framing coordination, delete SL5 fixture, increase App bay floor to 4000 psi, Admin slab colorant, changes to toilet rooms 304 & 305, emergency roof scuppers.

- BSI left the meeting.
- There was a budget review by Kevin to discuss the state of the budget. To date there is some unforeseen financial burdens to the town that were not planned upon based on the contractors not being able to maintain the contractual schedule and as such designer services and OPM services through 10/15/2017 for a total of \$190,000.00 . Motion was made by Robert and 2<sup>nd</sup> by Mike to extend the OPM and Architect services through said date ( 10/15/2017) for the total of 190,000.00. Voted unanimously. Sandy will represent the board to get these and change order 3 approved at the next Selectman's meeting.
- Motion made to adjourn @ 8:35 pm made by Brian and 2<sup>nd</sup> by Scott.

# Fire Station Committee Meeting 7-19-17

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## Attendees,

Sandy, Robert, Mike, Brian, Dorothy, (Chris Logan Architect), OPM Representation (Mike), Representation from BSI (Matt Haines, Dave Putnam).

## Absent: Mark, Scott

- Meeting called to order @ 6:00 pm
- New completion date set for Nov 17<sup>th</sup> as dictated by BSI. OPM wants the opportunity to sit with BSI to offer any assistance on streamlining their schedule to be more aggressive to satisfy the board.
- Options for the finish of the apparatus bay floor discussed Robert made a motion to send out to bid the specific type of flooring bearing in mind the 30 day award time frame. The board will seek to put this out to bid in early Aug. Motion was 2<sup>nd</sup> by Brian. Voted unanimously.
- PCO's # 11R,16R,17,18,25R,26,27,28,30,31,39 were all discussed and a motion was made to approve with the exception of 25R and 26 made by Sandra and 2<sup>nd</sup> by Mike. Voted Unanimously. PCO # 26 has to be further vetted by Architect. The dollar amount the board felt was to low and this PCO wasn't accepted until further notice. PCO # 25R also wasn't approved until further vetting by the architect also needed to happen.
- Until further notice and a firmer completion date is set the board sought to hold off on utilizing \$112,000.00 for future unknown legal issues.
- Dorothy made a motion to accept minutes from June14th, 2<sup>nd</sup> by Robert. Voted unanimously.
- Office furniture is ongoing and Robert and Brian will have a follow up meeting with furniture vendor to ensure all was captured and pricing is finalized.
- Motion made by Sandra to go into executive session per Massachusetts General Laws Chapter 30A, Section 21A to discuss matters regarding litigation, to resume in open session for purposes of adjournment, and as chair declared that to do so otherwise could jeopardize the position of the Committee and the Town. Seconded by Robert. Board was polled – Brian – yea, Robert – yea, Dorothy – yea, Mike – yea, Sandra – yea.
- Motion made to adjourn @ 7:20 pm made by Mike and 2<sup>nd</sup> by Dorothy.

# Fire Station Committee Meeting 8-9-17

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Attendees: Sandy, Robert, Brian, Dorothy, Scott, Architect (Chris Logan), OPM Representation (Mike Josefek, Pete Koczera), BSI representative (Matt)

Absent: Mark, Mike

- Meeting called to order @ 6:45 pm after informal tour of the building
- With regards to the apparatus bay floors, the board wants BSI to price out the floor “Dura Flex” 1<sup>st</sup> price came in at \$ 59,000 from an outside contractor. RFP will be put together by the Architect. Motion to proceed made by Scott and 2<sup>nd</sup> by Dorothy. Voted unanimously
- PCO’s # 29, 32R, 33, 35, 37, 42,& 45 were all discussed and a motion was made to approve and add to Change Order #4 to BSI contract by Brian and 2<sup>nd</sup> by Mark . Under discussion it was stated the total amount is within the amounts previously approved by the Board of Selectman due to actual costs being less than originally estimated, thus these changes do not have to go to the BOS for approval. Voted unanimously. These changes will be added to previously approved PCO’s 16R, 17, 18, 25R, 26R, 27, 30, 31, 36R in BSI Change Order #4. PCO # 14R regarding the lighting is awaiting updated figures. BSI left the meeting at this point.
- Until further notice and a firmer completion date is set the board discussed holding off allocating the remaining budget of \$112,000.00 for future unknown issues.
- Office furniture is ongoing and Robert and Brian will be meeting to discuss final options and pricing to be presented at next meeting.
- Motion made by Scott to approve meeting minutes from July 19<sup>th</sup> and 2<sup>nd</sup> by Mark. Voted unanimously.
- Motion made to adjourn @ 7:50 pm made by Scott and 2<sup>nd</sup> by Mark. Voted unanimously.

# Fire Station Committee Meeting 9-13-17

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Attendees: Sandy, Robert, Mike, Mark, Dorothy, Scott, Jim Purcell, Architect (Chris Logan), OPM Representation (Greg, Steve)

Absent: Brian

- Meeting called to order @ 5:35 pm
- Sandy presented the need to extend the contracts with ACG, Context and Yankee to November 10th. ACG at a cost not to exceed \$55K, Context at current monthly rate, Yankee is a rate card so just needs an extension to the date. Under discussion the actuals billed will be prorated based on the point in the month that that close-out activities start which are costs held in the original contract and not spent yet. Mark made a motion to approve the contract extensions as presented. Mike seconded. Vote – approved 5 Yea, 1 abstain (Dorothy). Contracts will go to the Board of Selectman for Sept 18 meeting to be signed.
- Discussed the Overtime hours that ACG has accrued. Chris will work with ACG & BSI to develop a PCO to cover this. All ACG overtime hours will be paid by BSI.
- PCO's #12R1, 40R1, 41, 44, 49, 54R were all discussed and a motion was made to approve and add to Change Order #5 with the amounts not to exceed what was presented (allowing Context to adjust the costs down as they work in more credits) by Mark and 2<sup>nd</sup> by Scott. Under discussion it was stated the total amount is not within the amounts previously approved by the Board of Selectman and will need to go to that board for approval to extend BSI contract, will finalize at next meeting. There are additional PCOs that will be included in CO #5 that include some credits. Chris is to work up the details for the change order for our next meeting. Vote – approved 5 Yea, 1 Nay (Dorothy). A couple of these change orders are due to issues that arose from the coordination meetings and thus the town feels those costs should be born by the Architect (GGD). Context & GGD are on notice we will be looking for refund of these costs.
- Sandy updated the committee on the status of Paxton St. There are elevation differences between our design and MA DOT's. A PCO is being developed to remove this scope from BSI's responsibilities and have the State's project do this work. BSI to reprice giving credit for not having to install the sidewalk and final entrance & egress from the parking lot, and to install a new side walk on the south side of the parking lot from Paxton St.
- Chris updated the committee that the need for as many Arborvitae trees as originally planned won't be needed because of the fence and not all the mature trees had to be

removed. He will meet with Michelle Buck to get a feeling of how the Planning Board might feel about eliminating a few trees.

- ACG has completed the 50% DCAM ratings. Their filing will be in the selectman's office for anyone to review.
- Robert updated all on
  - BSI is using rocks from the old stone wall to line the infiltration basins instead of loam & seeding. This is an approved alternative.
  - The status of organics in the parking lot – looking for actual costs. Context to push to get these figures.
- Sandy reviewed the current status of the budget line by line.
  - Moving \$30K from FFE to buffer
  - Remove HVAC enhanced controls and Bathroom Heaters (\$25K). These should be covered by Green Energy funding if we need to do them in the future
  - Discussion on Opticom, Electrical Inspection fees, Yankee actual costs.
  - Rough estimate is that there is approximately \$85K left
- Motion made by Mark to approve meeting minutes from August 9<sup>th</sup> amended to remove Mike as having been in attendance, 2<sup>nd</sup> by Scott. Voted unanimously.
- Dorothy asked that the chair & TA discuss with ACG a rebate of some costs from August – October 2016 as there was very little construction going on for the Clerk to have worked.
- Next meeting Sept 27<sup>th</sup> 5:30pm.
- Motion made to adjourn made by Scott and 2<sup>nd</sup> by Mark. Voted unanimously.

# Fire Station Committee Meeting 9-27-17

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## Attendees,

Sandy, Robert, Mike, Brian, Dorothy, Scott, Mark & (Chris Logan Architect),

- Meeting called to order @ 6:00 pm
- Brief discussions surrounding the exterior colors and the red color was removed from various parts of the structure but kept on the canopy and front poles and immediately next to the door.
- Mike had requested additional missing exterior hardware to get into the building from the outside upper parking lot.
- All PCO's tied to CO #5 discussed. PCO's # 56 & 58 were briefly discussed and quotes were acceptable to the board. Chris to further vet PCO # 47 but a note not to exceed \$ 4,703.00 discussed. PCO # 51 for 530.00 was accepted. PCO # 52 is a credit for \$ 120.00. PCO # 53 for additional control joints in apparatus bay floors was discussed and approved at a cost of \$ 1,991.00. PCO # 41 was in question based on 2 different dollar amounts and further investigation by Chris to clarify the actual dollar amount. Motion made by Brian not to exceed \$99,106.00 and 2<sup>nd</sup> by Scott on Change order # 5. Voted unanimously
- Office furniture has been order and deposit check is being cut by town to WB Mason for 1/3 of the total furniture pricing.
- 2 Quotes on perimeter fencing came in at \$ 42,000 & \$ 61,000. Miller Fence came in the lowest. This was for 720 feet and included the north, west and south sides. Discussion that planning board only required North & West sides. With them now requiring us to plant the trees removed from the North & West sides onto the south side we won't need a fence there. Mark made a motion to allow the TA & Chairman to negotiate a price not to exceed \$35,000 with Miller Fence. Scott seconded. Voted unanimously.
- Line item # 48 on PCO log list void per Chief Wilson.
- Discussed paint options (blue/red) and directed the architect to proceed with Blue on two walls in the Fitness Room, other 2 walls to be white/cream. Stairwells to remain same as hallways. Exterior doors to be the same as the inside color (no blue or red).
- Next meeting date set up for Oct 18<sup>th</sup> @ 5:30 pm.
- Motion made by Dorothy and 2<sup>nd</sup> by Mark with the note that Dorothy made a request to modify previous minutes to reflect rebate review to be conducted by OPM and that she voted no on the 2<sup>nd</sup> PCO vote
- Discussed asking the Leicester Highway to paint Do Not Block Driveway at the entrance on Main St. TA to talk to highway superintendent.
- Motion made to adjourn @ 7:10 pm made by Dorothy and 2<sup>nd</sup> by Mark.

# Fire Station Committee Meeting 10-18-2017

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## Attendees,

Sandy, Robert, Mike, Brian, Dorothy, Scott, Mark, Jim & Chris (Architect), Greg & Steve (OPM),

- Meeting called to order @ 6:10 pm after tour and inspection of the building
- New PCO costs discussed. Motion to accept the finalized PCO's 48, 50, 54R, 55, 57, 60 & 61 as presented by Chris made by Brian and 2<sup>nd</sup> by Scott. These PCO's to be added to the previously approved PCOs for Change Order 5 to be presented to the Board of Selectman by Sandy for contract amendment for BSI.
- System testing starting – Generator scheduled for Friday the 20<sup>th</sup>, other testing on Oct 30<sup>th</sup> & 31<sup>st</sup> – inspections and training to be scheduled with coordination between the vendors and the Chief with the appropriate personnel.
- Scheduled target date still is approx. Nov 10<sup>th</sup> as dictated by Chief Wilson.
- Office furniture has been ordered and Dorm rooms to be installed on Nov 28<sup>th</sup>
- Discussed open house vs move-in. Trucks will move in via 'parade' up Main St on a Sunday in December. Coffee and pastries for Fire & EMS personnel and families, town hall employees and the committee. Full open house and public ceremonies will be in the spring.
- Sandy addressed Dorothy's question from September regarding fees paid to ACG from August – October 2016. Sandy said that ACG did adjust their fees with their contract extensions to Sept 15 and now Nov 15.
- Motion to accept Sept 27th meeting minutes made by Brian and 2<sup>nd</sup> by Scott. Voted unanimously.
- Next tentative meeting date set for Nov 8<sup>th</sup> @ 6pm
- Motion made to adjourn @ 7:10 pm made by Dorothy and 2<sup>nd</sup> by Brian.



# Fire Station Committee Meeting 11-8-2017

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## Attendees,

Sandy, Robert, Mike, Brian, Dorothy, Scott, Mark, Jim & (Chris Logan Architect),

- Meeting called to order @ 6:15 pm
- Substantial completion set for approximately Dec 4<sup>th</sup> as spoken by Chief Wilson. Punch list to start after Thanksgiving with a hopeful move in date of Dec 10<sup>th</sup>.
- Brief discussion surrounding dedication plaque and its size and location in the lobby. All agreed to size it accordingly and place it above the water bubbler in the vestibule.
- Furniture install date to start Nov 28<sup>th</sup>
- Apparatus bay floors to be started on Monday Nov 13<sup>th</sup> and should take approx.... 6 days.
- Motion to approve CO # 7 for PCO's # 65 & 66 in the total of \$ 2,354.00 made by Brian and 2<sup>nd</sup> by Mark.
- Mike made a motion to accept previous meeting minutes and 2<sup>nd</sup> by Mark
- Mark made motion to extend ACG services to Dec 1<sup>st</sup> at a cost of \$ 18,404.00 and 2<sup>nd</sup> by Dorothy.
- Regarding PCO # 14R4 and for the dollar amount of \$ 24,330.60 ...ACG is going to draft a letter to the town making recommendations to recoup these funds from the architect since these costs were felt to be avoidable if planning was more carefully scrutinized from the architect. Motion was made by Scott and 2<sup>nd</sup> by Mark.
- Also the board discussed and came to the conclusion that due to some miscalculations in elevations that the dollar amount totaling \$ 4,200.00 for the connection of the sprinkler line was fair. Motion was made by Mark and 2<sup>nd</sup> by Dorothy.
- Next tentative meeting date set for Nov 29<sup>th</sup> @ 5:30 pm
- Motion made to adjourn @ 8:00 pm made by Sandy and 2<sup>nd</sup> by Dorothy.

# Fire Station Committee Meeting 12-6-2017

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## Attendees,

Sandy, Robert, Mike, Brian, Dorothy, Scott, Mark, OPM & (Chris Logan Architect),

- Meeting called to order @ 5:45 pm after touring the building
- Motion to approve previous meeting minutes made by Brain and 2<sup>nd</sup> by Mark, voted to approve with Dorothy abstaining
- Punch list items in BSI's court both inside and out. Action items are being addressed however the exterior painting may have to be placed on hold due to the winter and below freezing temps. More to be discussed on that. Final affidavit's to Jeff Taylor to be dated Dec 8<sup>th</sup> and temp Certificates of Occupancy to be issued next week. Context will be back out to do another walk-through to see what on the punchlist is completed what isn't will be monetized so that substantial completion can be declared and perm Occupancy Certificate issued.
- Town Manager to ensure buildings insurance policy takes effect immediately following substantial completion to ensure no gaps in coverage take place.
- Discussed how the warranties will work. Everything has one year warranty and we go to BSI first. Following years are per documentation given with the unit/product.
- PCO #'s 62-71 discussed Motion made on PCO # 71 made by Robert and 2<sup>nd</sup> by Brian to accept price of \$ 2961.50 for the lines in the apparatus bay floors. Dorothy Abstained from vote.
- Also motion made by Brian and 2<sup>nd</sup> by Mike to approve \$ 16,728.00 for overtime for ACG. Voted unanimously.
- Motion made on PCO # 62 by Robert and 2<sup>nd</sup> by Scott to approve. Voted unanimously.
- Motion made on PCO # 64 by Dorothy and 2<sup>nd</sup> by Robert to approve. Voted unanimously.
- Motion made on PCO # 65 by Mike and 2<sup>nd</sup> by Dorothy to approve. Voted unanimously.
- Motion made on PCO # 66 by Robert and 2<sup>nd</sup> by Mike to approve. Voted unanimously.
- Motion made on PCO # 68 by Brian and 2<sup>nd</sup> by Mike to approve. Voted unanimously.
- Motion made on PCO # 69 by Dorothy and 2<sup>nd</sup> by Mike to approve. Voted unanimously.
- Adjustments in budget made noting most of the budget numbers and invoices have come in and are accurate with a leftover contingency of approx. \$ 59,286.44 or 1.23%
- Motion made by Mark and 2<sup>nd</sup> by Scott to approve a not to exceed # of \$24,330.60 on 14R4 to keep the ball rolling. Voted unanimously.
- Discussion on the cistern that was removed from the project, Context had \$3270 in their costs to design that they will be providing a credit for that amount
- Discussion on town owned completion items: the dorm room furniture is not what was expected and the Chief will be working with the vendor to rectify the situation. Wardrobe cabinets have not been ordered – estimate was \$8K, looking at other options and they will need

to match whatever the new beds end up being. TVs are being purchased with wall brackets – cost \$4200. The other TVs from Station 1 will be moved to HQ over the next couple weeks.

- Move in date of Sunday Dec 10<sup>th</sup> with a moving of all apparatus from the old station # 1 to the new station.
- Another meeting will be needed in Jan, tentatively set for 5:30pm on the 17<sup>th</sup> to be changed if required. Agenda will be to discuss final punch list items and anything other changer orders to be voted on.
- Motion made to adjourn @ 7:35 pm made by Dorothy and 2<sup>nd</sup> by Scott. Voted unanimously.

# Fire Station Committee Meeting 1-17-2018

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## Attendees,

Sandy, Mike, Brian, Dorothy, Scott, Mark, (Chris Logan Architect),

Absent Robert, ACG(OPM)

- Meeting called to order @ 5:55 pm after touring the building
- Interior punch list is done, only external left – get \$\$ ??\$4050 first monetized punch list
- \$5050 exterior - damage at entrance in contract, patching concrete.

Reduce retainage is 5% approx. \$250K, reduce it to 1/2 % to \$12,500 - doesn't reduce total amount missing dedication plaque.

Working through as built and CAD drawings- about 30 documents to go through submittal exchange – wrap up in next month.

Training is done, but need lighting back

\$448,651 change orders

72% dollar wise were upgrades to the building.

Outlets in day room – East wall.

Gas shut off – what should it shut off? Mike everything but Fridge?

Minutes – Scott – Dorothy - Unanimously.

Dorothy asked if training all done? – Mike said yes.

Mark – mark the street.

Pole – guide pole on Paxton St – should move to other side of street. Revisit move past N. Driveway.

Brian/Mark – motion to adjourn. Unanimously. 6:55pm

- \$2100 exterior painting.
- Motion to approve previous meeting minutes made by Brain and 2<sup>nd</sup> by Mark, voted to approve with Dorothy abstaining
- Punch list items in BSI's court both inside and out. Action items are being addressed however the exterior painting may have to be placed on hold due to the winter and below freezing temps. More to be discussed on that. Final affidavit's to Jeff Taylor to be dated Dec 8<sup>th</sup> and temp

Certificates of Occupancy to be issued next week. Context will be back out to do another walk-through to see what on the punchlist is completed what isn't will be monetized so that substantial completion can be declared and perm Occupancy Certificate issued.

- Town Manager to ensure buildings insurance policy takes effect immediately following substantial completion to ensure no gaps in coverage take place.
- Discussed how the warranties will work. Everything has one year warranty and we go to BSI first. Following years are per documentation given with the unit/product.
- PCO #'s 62-71 discussed Motion made on PCO # 71 made by Robert and 2<sup>nd</sup> by Brian to accept price of \$ 2961.50 for the lines in the apparatus bay floors. Dorothy Abstained from vote.
- Also motion made by Brian and 2<sup>nd</sup> by Mike to approve \$ 16,728.00 for overtime for ACG. Voted unanimously.
- Motion made on PCO # 62 by Robert and 2<sup>nd</sup> by Scott to approve. Voted unanimously.
- Motion made on PCO # 64 by Dorothy and 2<sup>nd</sup> by Robert to approve. Voted unanimously.
- Motion made on PCO # 65 by Mike and 2<sup>nd</sup> by Dorothy to approve. Voted unanimously.
- Motion made on PCO # 66 by Robert and 2<sup>nd</sup> by Mike to approve. Voted unanimously.
- Motion made on PCO # 68 by Brian and 2<sup>nd</sup> by Mike to approve. Voted unanimously.
- Motion made on PCO # 69 by Dorothy and 2<sup>nd</sup> by Mike to approve. Voted unanimously.
- Adjustments in budget made noting most of the budget numbers and invoices have come in and are accurate with a leftover contingency of approx. \$ 59,286.44 or 1.23%
- Motion made by Mark and 2<sup>nd</sup> by Scott to approve a not to exceed # of \$24,330.60 on 14R4 to keep the ball rolling. Voted unanimously.
- Discussion on the cistern that was removed from the project, Context had \$3270 in their costs to design that they will be providing a credit for that amount
- Discussion on town owned completion items: the dorm room furniture is not what was expected and the Chief will be working with the vendor to rectify the situation. Wardrobe cabinets have not been ordered – estimate was \$8K, looking at other options and they will need to match whatever the new beds end up being. TVs are being purchased with wall brackets – cost \$4200. The other TVs from Station 1 will be moved to HQ over the next couple weeks.
- Move in date of Sunday Dec 10<sup>th</sup> with a moving of all apparatus from the old station # 1 to the new station.
- Another meeting will be needed in Jan, tentatively set for 5:30pm on the 17<sup>th</sup> to be changed if required. Agenda will be to discuss final punch list items and anything other changer orders to be voted on.
- Motion made to adjourn @ 7:35 pm made by Dorothy and 2<sup>nd</sup> by Scott. Voted unanimously.

# Fire Station Committee Meeting 6-13-2019

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Attendees, Sandy Wilson, Mike Dupuis, Robert Wilson, Scott LaFlash, Mark Wilson

Absent, Brian Cooper, Dorothy Dudley

Also in Attendance: Dave Mero from Finance Advisory

- Meeting called to order @ 7:40 pm
- Discussed what is left in the budget: \$70,752.90 this is a combination of retainage held back from BSI, Opticom reimbursement and construction budget account.
- Connection to LWSD for water, sewer and fire prevention has not been paid by BSI. Mark Wilson made a motion to pay the \$13,500 connection fee immediately and to use the retainage money. Scott seconded. Voted 4 yea, 1 abstain (Robert)
- Discussed the need for the air conditioning in the training room. Reminded all that the decision we made regarding the overall HVAC system was to go with the design and units we did because it was more than \$80K less than the other option. Robert presented quotes for a supplemental wall unit with the lowest bid coming from the Town's HVAC contractor Renaud which was more than \$4K less than the next lowest quote. Scott made a motion to have Renaud do the work at a cost of \$8,305. Mark seconded. Voted unanimously.
- Discussed other work to be done that would be covered by the construction budget including radios, cameras, additional landscaping. Decisions on these options are postponed to next meeting as the Deputy Chief wanted to make sure there weren't other items to consider. We also did not have 3 quotes for the radios and cameras. Quotes for the radios need to be with and without a tower option.
- Next meeting July 2<sup>nd</sup> if the quotes are available.
- Mark made a motion to adjourn. Scott seconded. Voted unanimously. Adjourned 8:10pm

# Fire Station Committee Meeting 7-24-2019

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Attendees: Sandy Wilson, Mike Dupuis, Robert Wilson, Scott LaFlash, Mark Wilson, Brian Cooper, Dorothy Dudley

- Meeting called to order @ 6:05 pm
- Discussed that the LWSD connection fee of \$13,500 has been paid. The bill for the air conditioner/heating unit installations in the training room has not been received yet (the work has been done and it works great), the Chief will follow up with the vendor.
- Discussed the monies left in the budget. It was noted that because the budget is a construction budget the monies cannot be used towards other non-construction items such as the lawsuit. After paying LWSD & for the A/C unit, \$33,571 left, plus the retainage amount of 15,500.
- Began discussion about the radio needs and Mike Dupuis recommended that it be put off until our next meeting and have the radio salesman attend to answer questions.
- Cameras – have a quote for \$5,000 to install cameras at the entrance and in the apparatus bay. These are really needed and would have come in handy several times already for verifying activities and knowing who is upstairs at the door.
  - Brian made a motion to have the cameras installed at a cost not to exceed \$5000. Scott seconded. Voted unanimously
- Discussions about other needs for the station – presented by Mike Dupuis with rough estimates he researched mostly off the internet. He talked with EMS and the Captain & Lieutenant of the station to build the list. The committee understood the need for each of these but wasn't ready to take specific action on any one of them until have better cost estimates and prioritization, as well as if any can come out of the regular EMS/Fire Dept budgets.
  - Shed outside under the stairs to hold lawnmower, snow blower, shovels, rakes etc. 8ft x 8ft structure. Buy vs build. Rough cost \$3000
  - Reconfigure landscaping to make mowing easier – suggestions on what will work and estimates to be obtained
  - Spare Hose Rack – when we designed the station it was not thought that all the spare hose would be kept in HQ. But it is and it is easier for the other stations to come here to load and unload hose. Need an additional rack to help facilitate this function. Last rack purchased was \$1,600. Brian to see if he can get a better price
  - Folding Picnic Table for the landing outside the day room – estimate \$360
  - The donated Treadmill is completely broken, need a new one – estimate \$3000
  - Hand sanitizer stations – we have none – need them on each floor – estimate \$360 total
  - Wall mounted bins in the EMS room – now that they have been using the room the need for these bins has become evident – estimate \$1,800
- Mark made a motion to accept the minutes from the June 13<sup>th</sup> meeting. Brian seconded. Voted 6 yea, 1 abstain (Dorothy)
- Next meeting Wednesday September 4<sup>th</sup>, 6 pm.
- Brian made a motion to adjourn. Scott seconded. Voted unanimously. Adjourned 6:50 pm

# Fire Station Committee Meeting 9-4-2019

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Attendees: Sandy Wilson, Mike Dupuis, Robert Wilson, Scott LaFlash, Mark Wilson (at 6:20), Brian Cooper, Dorothy Dudley

- Meeting called to order @ 6:02 pm
- Mike Dupuis indicated he wasn't going to participate in the meeting because one select board member interfering with the committee's work to complete the project
- Dorothy asked about the status of the retention ponds and that her neighbors say they have had a major change in their properties. Robert said that currently the ponds are being pumped and the levels in them are staying low. The cost to do this pumping (man-power and electricity, etc.) is being done out of the Fire Department budget. There was discussion about the committee attending a neighborhood meeting but the majority felt without specific questions known ahead of time it would not be productive. The neighbors could have come to a building committee meeting they have all been posted.
- Began discussion about the radio needs and the other FFE items Mike Dupuis said he had not vetted the list. Dorothy made a motion that we freeze all FFE purchases until further notice. Mike seconded. Discussion that most of what was discussed on July 24<sup>th</sup> is still needed but given the current situation we should hold off a bit longer for the radios, hose reel, storage shed, hand sanitizers and EMS cabinets, treadmill, Voted unanimously.
- Mark made a motion to accept the minutes from the July 24<sup>th</sup> meeting. Brian seconded. Voted unanimously.
- Next meeting TBD
- Brian made a motion to adjourn. Scott seconded. Voted unanimously. Adjourned 7:00 pm