

**FIRE STATION BUILDING COMMITTEE
MEETING MINUTES
MARCH 20, 2023**

7:00 p.m. - Introduction to Remote Meeting

Board of Selectman Chairman, Mitch Cohen stated that Pursuant to S. 2985 as amended, a bill to extend certain COVID-related amendments to the Open Meeting Law, as modified by Chapter 22 of the Acts of 2022, permitting remote meetings and participation until March 31, 2023, signed into law on July 16, 2022, this meeting of the Fire Station Committee will be conducted via remote participation.

John Coderre, Town Administrator confirmed that the following members and persons were remotely present and could be heard. He added that he will run the election of officers and then hand off the meeting to the new chair:

Members

Mitch Cohen, Board of Selectman Chair
Daniel Brillhart, Fire Captain
David Parenti, Fire Chief
John Rapa, Financial Planning Committee
Diana Nicklaus, Citizen-at-Large
Dawn Rand, Citizen-at-Large
Tom Reardon, Citizen-at-Large

Other is Attendance

John Coderre, Town Administrator
Becca Meekins, Assistant Town Administrator
Scott Charpentier, DPW Director
Shawn Thompson, Facilities Manager

Any votes taken this evening will be by roll call.

1. ELECTION OF OFFICERS

Mr. Coderre opened nominations for Chairman. Mr. Cohen moved to nominate Ms. Rand for Chairman. Mr. Reardon seconded the motion. Roll call vote was taken as follows:

Cohen	“aye”
Brillhart	“aye”
Parenti	“aye”
Rapa	“aye”
Nicklaus	“aye”
Reardon	“aye”
Rand	“aye”

Mr. Coderre opened nominations for Vice-Chairman. Mr. Reardon moved to nominate Mitch Cohen for Vice-Chairman. Ms. Rand seconded the motion. Roll call vote was taken as follows:

Brillhart	“aye”
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Parenti	“aye”
Rapa	“aye”
Nicklaus	“aye”
Rand	“aye”
Reardon	“aye”
Cohen	“aye”

Ms. Rand began by asking the Town Administrator if he would like to provide some history of the project and how the Town arrived at this point.

Mr. Coderre referred to the meeting packet which is available on the website. Included in the packet is a summary that explains the most recent information on the project since the feasibility study was completed in 2019 by the project architect, Johnson Roberts Associates. A Request for Information (RFI) was issued for potential sites for the location of a new station. The Town received three proposals from the following sites:

- 7 Pierce Street
- 61-65 West Main Street
- 10 Monroe Street

The evaluation of proposals identified 61-65 West Main Street as the most advantageous site for the location of a new fire station and determined that the town should purchase 10 Monroe Street due to the proximity of the house to the property at 61-65 West Main Street. Once the preferred site was selected, Johnson Roberts Associates prepared conceptual plans as well as a conceptual estimate for the project.

In April of 2019, Town Meeting approved an appropriation of \$3.5 million to acquire 61-65 West Main Street, 10 Monroe Street, for Owners Project Manager (OPM) services and architectural services for the final design and construction phase of the new fire station building project. The article was approved both at town meeting and at the ballot in 2019. Following a lengthy purchase and sale negotiation, the seller agreed to remove all structures and take responsibility for any contamination, ensuring the Town would receive a clean site. The Town hired its own Licensed Site Professional (LSP) to protect the Town's interests and review all environmental reports. Upon removal of the structures on site, there was significant contamination. Per the purchase and sale, the seller was required to cover all expenses for remediation, which took some time. In September 2022, following the required environmental testing and monitoring of two additional quarters of ground water samples at the site, the Town accepted the deed for the parcel at 61-65 West Main Street at a reduced price of \$1.15 million, a savings of \$27,000 from the initial price in the RFP. The reduced price was designed to compensate the Town should any dewatering treatment be necessary during construction. Following the acquisition of 61065 West Main Street, the Town began the process of acquiring 10 Monroe Street. The property was acquired for \$375,000 in November of 2022. The house was demolished, and lot cleared in February 2023. As of this date, both lots are cleared for the next phase of work.

2. REVIEW OPM SUBMISSIONS

Mr. Codere stated that a Request for Qualifications (RFQ) for Owners Project Manager (OPM) for the Fire Station Building Project was published in May of 2022. Three qualified firms have submitted interest. Those three firms are: Colliers, PMA Consultants, and CHA. The suggestion from staff is to conduct interviews, ask questions, deliberate, and make a recommendation.

3. DISCUSSION OF NEXT STEPS IN OPM SELECTION PROCESS

The Committee agreed to schedule interviews on Friday, March 31st at starting at 1 PM. The interview process will be 45 minutes for interview and questions with 15 minutes for discussion for each firm. A second agenda will be posted for Monday, April 3rd at 3:30 PM for continued discussion if needed. Following interviews and reference checks, the Committee will complete a cumulative ranking (a copy of which is included in the meeting packet) and make a recommendation for contract negotiation and award.

4. DISCUSSION OF NEXT STEPS WITH ARCHITECT

The Committee will go through a separate RFP process, similar to the OPM process for selection of the project Architect. There is a requirement that an OPM be engaged prior to hiring the Architect. In addition, the OPM will assist in that process.

5. FUTURE MEETING DATE

The next meeting will be held in person at the Town Hall on Friday, March 31, 2023 at 1:00 pm, with a possible meeting scheduled for Monday at 3:30 pm if needed. The regular meeting day and time will be Tuesdays at 5:30 pm.

6. ANY OTHER BUSINESS

No other business was discussed.

7. ADJOURNMENT

Mr. Rapa moved the Committee vote to adjourn the meeting; Mr. Cohen seconded the motion; the roll call vote was taken as follows:

Brillhart	“aye”
Cohen	“aye”
Parenti	“aye”
Rapa	“aye”
Nicklaus	“aye”
Reardon	“aye”
Rand	“aye”

Respectfully Submitted,

Lynda LePoer
Executive Assistant

Documents used during meeting:

1. March 20, 2023 Meeting Packet