

MINUTES OF THE FIRE STATION BUILDING COMMITTEE

EXECUTIVE COUNCIL ROOM

September 23, 2020 @ 3:00 PM

Committee Members present:

Councilor David A. Witham (Joined at 3:29 p.m.)
Councilor Kenneth Vincent
Councilor Martin Pepin, Chairman
Paul Robidas, Citizen Representative

Administration/Staff present:

Bob Belmore, City Manager
Ammy Ramsey, Deputy City Clerk
George Kramlinger, Fire Chief
Scott Smith, Director of Finance & Administration

APPROVE PAST MEETING MINUTES FOR JULY 29, 2020

Motion to approve Meeting Minutes from July 29, 2020 made by Councilor Vincent, and seconded by Citizen Representative Robidas, motion passed by voice vote all approved 4-0.

STAFF UPDATES

City Manager Belmore updated the Committee concerning the modifications to the architect contract and sent information to the committee members regarding the soft costs.

Finance & Administration Director Scott Smith explained the funding process for the project regarding when funds will be used and bonds will be needed.

Councilor Pepin stated he would like to see the Committee be a part of the interview process when hiring the construction management company.

Councilor Vincent agreed with Councilor Pepin and believes it would be helpful to get the information to bring back to the meetings and for educational purposes.

Councilor Witham stated in the 10 years of being on the Council he has not been involved with the process of hiring a professional firm. He further explained the process that has happened with previous large construction projects, and suggested that if this Committee wanted to become a part of the interview process how he believes it could work.

Councilor Pepin stated he does not feel the need to be an active participant in the interview but would like to observe.

Councilor Vincent stated he has been a part of the interview process before with other entities and visited and talked with several departments around the area and they all had an interview process they went by.

Citizen Representative Robidas inquired about how they could go back and talk about cutting costs, and also insuring that the department will have what they need.

Councilor Pepin spoke about being cost effective at the same time ensuring the department has what they will need currently and at the same time thinking about the future.

Councilor Vincent informed the Committee that he had visited different stations and suggested having an exterior that is maintenance free. But the most important thing is to make sure the department has everything they need.

Councilor Witham stated that the City started this process 7 years ago and described the process the City and various Committee's have done to get to this point. Witham mentioned that the City Council has approved the design and budget 8-1, and does not feel that at this point they can do any radical changes.

Councilor Vincent stated he understands what Councilor Witham has said but the Mayor has encouraged this committee to come up with a less costly price while still ensuring the department has what they need. Vincent feels that making big changes is not preferred but making some small changes that could cut costs is worth considering.

Councilor Pepin stated that the committee could talk with the construction management company and discuss making adjustments or small changes that could be cost effective while still providing the department needs.

Robidas inquired about discussions concerning the reduction of a pumper truck and the need of the bay.

Pepin mentioned that it would be easier to have the extra bay now then have to build on to the building later.

Councilor Pepin mentioned he spoke with Finance & Administration Director Smith about the having a Clerk of the Works.

Finance & Administration Director Smith explained that if they wanted to have a Clerk of the Works it would be an additional cost.

Robidas inquired about what a Clerk of the Works does.

Councilor Witham explained that the Clerk of the Works ensures the work is being done correctly and works for the builder.

Witham inquired about the need of a Clerk of the Works for this size of a project. Witham stated it could depend on the construction management company that is chosen, which brings them back to the discussion regarding the committee being a part of the interview process.

Citizen Representative Robidas stated he would like to be a part of the interview process for educational purposes.

Councilor Witham stated he would like to be a part of it but does not want to participate in the process.

Councilor Pepin would like to attend the interviews to be able to gain more knowledge about the company they will vote to hire.

Motion made by Councilor Vincent to approve the Fire Station Building Committee members to be present during the Construction Management Company interview process, seconded by Councilor Witham, motion passed by voice vote all approved 4-0.

SCHEDULE BERWICK FIRE STATION VISIT

Councilor Pepin inquired with the committee about visiting the Berwick Fire Station, Robidas, Pepin, and Vincent stated they have already visited the station.

Councilor Witham mentioned he would like to visit Londonderry Fire Station.

MISCELLANEOUS

None

ADJOURNMENT

Motion to adjourn made by Citizen Representative Robidas, seconded by Councilor Witham, motion passed by roll call vote 4-0. Meeting adjourned at 3:30 pm.

Respectfully submitted,

Ammy Ramsey, Deputy City Clerk