

MINUTES of the Fire Station Building Committee
CITY COUNCIL CHAMBERS
November 30, 2020 @ 8:30 am

Committee Members present: Councilor Marty Pepin, Chair
Councilor David Witham, Vice Chair
Councilor Kenneth Vincent
Paul Robidas, Citizen Representative (Arrived at 9:05 am)

Administration/Staff present: Bob Belmore, City Manager
Scott Smith, Deputy City Manager/Finance Director
George Kramlinger, Fire Chief
Ammy Ramsey, Deputy City Clerk

Public: Kelly Davis, PortOne Architect
Carl DuBois, Harvey Construction Corporation
Andrew Martino, Harvey Construction Corporation
Keith Kelley, Harvey Construction Corporation

Approve Minutes from November 9, 2020

Councilor Vincent made a motion to approve the November 9, 2020 minutes as written, Councilor Witham seconded the motion, and the motion passed 3-0.

Harvey Construction Team Introduction

Mr. DuBois introduced himself as the Project Executive, Andrew Martino as the Senior Project Manager, and Keith Kelley as the Senior Project Planner. Mr. DuBois explained that Andrew would be the liaison for the City and Sub Contractors. He also informed the Committee that there will be a foreman on site to ensure the job site is safe and clean for all the sub-contractors working on the project. They have a written COVID protocols that all employee's and sub-contractors follow which includes sign in sheets, wearing masks, and temperature checks.

Mr. DuBois informed the Committee that they bid out all parts of the project and inquired if the Committee would like to be involved in the process of hiring the sub-contractors. The Committee consensus was to allow Harvey Construction Corporation working with City Staff in hiring the sub-contractors. Mr. DuBois stated that they will provide the Committee with a site logistics report that will include a schedule timeline of the project and a list of the sub-contractors.

There was some discussion pertaining to change orders and how they should be handled. Manager Belmore stated that all change orders would need the Finance Director and City Manager signatures for approval. He also stated the City wants individual change orders for both deducts and additional costs. The Committee members thought change orders could go to City Staff and if the change order is over \$50,000.00 it should go the Committee. Mr. DuBois submitted the insurance information and Finance Director Smith stated that the cities insurance company has reviewed the contract and he will get any recommended changes to Harvey Construction shortly.

Mr. DuBois stated that a Hazmat Study will need to be done on the building because of the age, and they have prepared a bid proposal for the City to review if they would like Harvey Construction to handle that. City Manager Belmore inquired about who the bid proposal will be sent to, and would like it sent to a couple additional firms.

Mr. Davis stated a Geo-Tech. report has been started and as soon as that is finished it will be distributed. He also explained what work will be done in December and early January with the Civil Engineering Design Package. There was also some discussion pertaining to the Schematic Design being completed by mid-January for review.

Paul Robidas joined the meeting at 9:05 am.

Mr. DuBois also presented a summary of one phase and two phase presentation to the Committee, which included an additional cost break down for the one phase project living and storage costs for the Fire Department. Carl further explained the different phases and the time line for each along with the pro's and con's for each different construction approach. Councilor Witham and Pepin expressed that the vision for this project has always been with a two phase construction plan. Councilor Vincent stated that with his back ground and knowledge with the construction industry he feels going with a one phase project is a better way to build and explained those reasons. Vincent also mentioned that he contacted Berwick's Fire Department and Berwick Town Manager and inquired about using their old station but has not heard back from them and feels that there could be a more cost effective way to re-locate the department to former Berwick fire station. The discussion continued pertaining to going with a one phase project concerning the additional cost and other possibilities that could be explored that might be more cost efficient.

Councilor Witham made a motion to move forward with the two phase construction plan, and seconded by Councilor Pepin, Motion failed by tie vote 2-2 Pepin and Witham yes, Robidas and Vincent no.

Discussion continued concerning staying with the initial two phase plan and exploring relocation options. It was determined that the only relocation option would be to Berwick, but there are a lot of questions concerning moving a New Hampshire Fire Department to operate out of the State of Maine. Other concerns that were expressed included insurance, liability, OSHA standards, and if the building is safe to be occupied. Fire Chief George Kramlinger stated that he has had informal conversations with both Agencies from both States and he was advised that the move to Berwick would not be advisable. It was decided that the City Staff will look into the situation and determine if it is possible or not to relocate the department to Berwick. Manager Belmore stated that, in his opinion, the full City Council would need to approve such a move.

The next meeting will be held on December 9th at 8:30 am.

A motion to adjourn was made by Citizen Representative Paul Robidas, and seconded by Councilor Witham. Motion passed 4-0. Meeting adjourned at 9:37 am.

Respectfully submitted

Ammy Ramsey
Deputy City Clerk