

## Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	01/07/2015 at 17:30
Transcribed By:	Kathy Tobine	Place:	Tilton Town Hall, Downstairs Meeting Room, 257 Main Street, Tilton

Commissioner Dolecal called the meeting to order at 1737 hours.

Present: Commissioners Les Dolecal, Paul Auger, Patrick Clark; Chief Michael W. Sitar, Jr., Captain Tim Ames, Firefighter Justin Kantar

### RFP Bids

Commissioner Dolecal commented that they were meeting to discuss the bids received for the fire station consultant. They received three bids from three different organizations: Corzilius, Matuszewski, Krause Architects; Dennis Meyers PA; Warrenstreet Architectural Engineering Design Cooperative. They all have 24 to 34 years of overall experience in building and designing. All three have built fire houses or added on to them in New Hampshire.

CMK had no real clear outline for the proposal. Dennis Meyers outlined four steps in the process. Warrenstreet did a general outline to help them manage it but it wasn't very specific. They all had several fire departments as references.

Warrenstreet was very attentive to working with the community, talked about site feasibility studies. They have developed assessment tools but they didn't talk about what they were. Their program needs process seemed very reasonable.

Dennis Meyers focused on consensus building with the community.

Commissioner Clark commented they had a lot of pretty pictures and they did a summary with each one describing what it was they did. They had a nice blend of rebuilding existing fire houses and adding on to them. One of the things that came out was wider doors. What they did was use that for living and office space and added a garage for the rolling stock with wider doors to accommodate the bigger vehicles. He was amazed at square foot cost. Some of these came in at under \$100 per square foot five years ago. It will be interesting to see how much the costs have increased in five years. Commissioner Clark feels they don't need to choose one until they talk with them more. They need to come up with a number for the warrant article.

Chief Sitar commented that he had a list of questions for the references. The team called the references and asked all the same questions.

1. Did the firm in question provide what you were asking for?
2. Were they easy to work with?
3. Were you satisfied with their work ethic?
4. Were you satisfied with your end product?
5. Did you encounter any problems with the firm?
6. Would you recommend the firm based on your experience?

They didn't get in touch with everybody but they got in touch with most of them.

Captain Ames commented they got in touch with five or six references per architect. The one he tackled, some of the references were for older projects. The most recent ones gave glowing reports. There was no negative feedback given on the architects.

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Justin Kantar commented that the references he contacted had no problems with the architects. The only bad reports he received were issues at the Town level. The architects were very accommodating, easy to get in touch with. He received glorifying reports on them.

Derek Farrell did the third architect. He was able to get in touch with three of the six references. The only problems were not related to the architects. There was no negative feedback.

Discussion ensued about the contact with the references. Commissioner Clark commented he is interested in finding out how the architects work with the public and how they were able to craft a presentation geared for the voters you are working with. How experienced they are at presenting at public hearings.

Commissioner Dolecal commented it would be very advantageous to bring them back individually and talk with them.

Discussion ensued on the amount to put forth in the warrant article which led to discussion of the final plans and those costs.

Commissioner Dolecal asked for Commissioner Auger and Chief Sitar's opinions on the proposals they received. Chief Sitar commented that all three seemed to give pretty much the same information. He preferred the one that itemized the process. Commissioner Clark commented he liked that one as well.

Commissioner Clark stated they need to come up with a list of questions to ask the bidders when they come in for their interview. Commissioner Dolecal asked when they wanted to do the interview. Chief Sitar recommended they interview them all on the same night. Commissioner Auger stated they should allow an hour for each one starting at 5:30. Chief Sitar commented they need to ask them all the same questions. Discussion ensued on the interview process.

Other Business

The Board set the dates future meetings. January 14<sup>th</sup> is their regular monthly meeting. January 21<sup>st</sup> they will meet to work on the questions for the interviews. January 28<sup>th</sup> they will meet in nonpublic session to complete the Chief's evaluation. February 4<sup>th</sup> they will conduct the interviews with the architects at Northfield Town Hall in the downstairs meeting room. The interviews will be at 5:30, 6:30 and 7:30 PM.

Commissioner Clark requested updated copies of the Step & Grade System. He asked how they were rounded. Chief Sitar commented that the general math rule was used. If it is .49 and below it is rounded down, if it is .50 and above it is rounded up. He will get the information to them.

Adjournment

Commissioner Clark made a motion adjourn. Commissioner Dolecal seconded the motion. There being no discussion, vote was taken. Motion to adjourn passed unanimously.

The meeting adjourned at 18:20.

Respectfully submitted,

Kathy Tobine  
Administrative Assistant

**Next Meeting Date, Time, Place:**

01/14/14 at 17:30. Meeting to be held at Tilton Town Hall,  
Downstairs Meeting Room, 257 Main Street, Tilton.