

Tilton-Northfield Fire & EMS

2021 Fire Station Building Committee Meeting

Meeting Called By: 2021 FSBC

Date, Time: 03/30/2022, 5:00 PM

Transcribed By: Beth Joslin

Location: Northfield Town Hall
21 Summer St, Northfield

Call to Order

Kevin Cate called the meeting to order at 5:10 PM.

Attendance

Kevin Waldron, Call Firefighter Matt Auger, Kevin Cate, Tim Sattler, Lisa Martin and Chief Michael Sitar

Meeting Minutes

March 9, 2022 Meeting Minutes

Tim made a motion to accept the minutes of March 9th as written. Matt seconded the motion. Tim commented that his name needed to be corrected in one spot and there was a word missing from the last paragraph. Lisa stated that she would like the design cost removed from the minutes and does not believe they should be speaking publicly regarding the details of the proposals until the contractor is chosen. She would like advice from legal counsel on the matter. Discussion ensued regarding the process. It was decided not to strike the line from the minutes as it was discussed publicly. There being no further discussion, vote was taken. Motion passed.

Old Business

Bidding Process

Lisa asked several questions to get caught up as she started late with the committee.

Lisa discussed standardized design build contracts and how usually the contractors are given criteria with number of points on how they will be scored. Extensive discussion ensued regarding the interview and grading process.

Lisa commented that they cannot get a cost for the project without drawing up plans. Tim expressed concern that they will choose a company without knowing how much the building will cost. Kevin C replied that they would be making a quality-based selection, not cost based. Kevin W expressed concern that they are not choosing based on price. He feels they should design the building then send it to bid. Lisa noted that that is a different process than the design build process they decided on using. Discussion ensued regarding different processes and the amount of control over the build and design.

Lisa stated that they will need an owner's rep to keep the project on track and oversee the project. They will also need special inspection services. Kevin asked what the special inspections were. Lisa replied that it involved checking welds, soil compaction, and concrete testing. Discussion ensued regarding the additional services.

Lisa stated that they should provide the companies with criteria and give them the opportunity to respond with qualifying information but still have questions saved for the interview. Adding that she is trying to follow municipal process, as they need to be able to justify why they chose a company. Tim commented that the district has been through the building proposal process many times and would hate to do anything in the process that would cause the project to be voted down. Discussion ensued regarding the grading process.

