

Tilton-Northfield Fire & EMS

2021 Fire Station Building Committee Meeting

Meeting Called By: 2021 FSBC

Date, Time: 04/13/2022, 5:00 PM

Transcribed By: Beth Joslin

Location: Northfield Town Hall
21 Summer St, Northfield

Call to Order

Kevin Waldron called the meeting to order at 5:20 PM.

Kevin commented that Kevin Cate was unable to attend and turned the meeting over to Lisa as she had prepared documents for them to review.

Attendance

Kevin Waldron, Firefighter Derek Farrell, Tim Sattler, Lisa Martin and Chief Michael Sitar

Meeting Minutes

March 30, 2022 Meeting Minutes

Tim made a motion to accept the minutes of March 30th as written. Kevin W seconded the motion. Lisa commented on wording and grammatical changes to be made. There being no discussion, vote was taken. Motion passed with changes.

Old Business

Purchasing Policy

Chief Sitar stated that he sent the purchasing policy to everyone and that it does require that they advertise that they are looking for bids and they did not do that. Lisa asked if there was any money in the design budget. Chief replied that there was \$100,000. Lisa asked if they advertised for the last bid. Chief Sitar replied that they did and described the processes from previous project proposals. Kevin W asked if the policy could be waived. Discussion ensued regarding the policy and if it could be waived by the commissioners.

New Business

Rating/Grading sheet

Lisa sent out a grading sheet and asked for peoples' opinions if they wanted to use it to grade the contractors' proposals. Kevin W asked about how the categories were weighted. Lisa replied that she felt experience on similar projects was more important than some of the others so it is weighted more. Discussion ensued regarding how the proposals will be graded.

Lisa suggested they review the submittals based on no cost first and then discuss adding a cost component to ask for in the interviews.

Lisa commented that design build contracts can be done two ways there is the AIA with which they move forward with design build and choose a contractor and then you will receive a price for the whole project, or construction management which is more transparent in the costs and will have a guaranteed max price, which she recommends. Kevin W commented that was different from the process they have decided on. Lisa replied that it was not. Discussion ensued regarding type of contracts and comparing pricing.

Lisa doesn't feel they should interview all five, but rate the proposals based on the grading sheet and narrow it down. There is no point in interviewing people if the proposal doesn't score well. Kevin W commented that after looking at the proposals that there was no doubt in his mind that any of them could build a station. Lisa replied that they could but noted that one of them

does not have an architect. Discussion ensued regarding the grading system and Chief Sitar's status as a non-voting member.

The committee agreed to review and score the proposals and bring their completed scoring to the next meeting.

Scheduling

- Meeting Days
Chief commented that he will be unavailable on Wednesdays starting May 1st. Tim noted that there had been mention at the last meeting about changing the day. It was decided to choose a new meeting schedule at the next meeting.
- Public Meetings
Chief Sitar stated that one public hearing needs to be held for a bond. Lisa added that it must be held at least 15 days before but no more than 60 days (Jan 11 to Feb 24) before the bond hearing and published in paper seven days prior to public hearing. Discussion ensued regarding holding an informational meeting and decided that it would best to be held in early November before thanksgiving and holidays. Kevin W stated that the informational meeting will be good to get unanticipated questions addressed before the bond hearing.
- Interviews
Tim asked when they should hold the interviews. Chief Sitar suggested holding interviews and making a recommendation to the Commissioners before their meeting on June 7th. Dates were discussed and it was decided that they would decide at the next meeting.

Other Business

There was no other business.

Adjournment

Kevin W adjourned the meeting at 6:47 P.M.

Respectfully submitted,

Beth Joslin

Beth Joslin
Office Clerk

Next Meeting Date, Time, Place: April 27, 2022 at 5:00 PM.
Northfield Town Hall
21 Summer Street, Northfield, NH