

# **Tilton-Northfield Fire & EMS 2021 Fire Station Building Committee Meeting**

Meeting Called By: 2021 FSBC

Date, Time: 04/27/2022, 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 5:05 PM.

## **Attendance**

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

Attending by phone:

## **Meeting Minutes**

### April 13, 2022 Meeting Minutes

Kevin W made a motion to accept the minutes of April 13 as written. Lisa seconded the motion. There being no discussion, vote was taken. Motion passed.

## **Old Business**

### Purchasing Policy

Chief Sitar sent the policy to the committee and Kevin C stated that Commissioner Cilley let him know that the Commissioners would be discussing it at their next meeting whether they are willing to waive the policy in this case. He also expressed that he read the policy and did not feel that they were in violation of it. He asked where the concerns came from. Lisa commented that she had asked if they needed to advertise and that is where she believes the concern started. Extensive discussion ensued regarding whether they will need to start again.

Kevin C stated that Commissioner Cilley also asked that they do not speak specifically to any one contractor that has responded.

## **New Business**

### Letter

The committee reviewed and discussed a letter Lisa drafted to send to contractors they would like to interview.

Kevin W Commented that he supposed they would not be discussing their ratings of the proposals since the commissioners requested, they not discuss companies specifically. Lisa affirmed

Discussion ensued regarding what would be included in the bond such as furnishings and making a list of what is expected in order for contractors to provide a cost.

The Committee discussed what information they want to provide the contractors including boring results, surveys, and how many meetings they would be expected to attend. Discussion also ensued regarding what information they should request from the contractors including space needs assessments, cost estimate, conceptual floor plan, and a PowerPoint presentation.

### Meeting Schedule

Days of the week were discussed. It was decided that Monday works for everyone but will need to confirm with Commissioner Cilley.

## **Other Business**

There was no other business.

## **Adjournment**

Kevin C adjourned the meeting at 6:41 P.M.

Respectfully submitted,

*Beth Joslin*

Beth Joslin  
Office Clerk

Next Meeting Date, Time, Place:

May 9, 2022 at 5:00 pm  
Northfield Town Hall  
21 Summer Street, Northfield, NH