

Tilton-Northfield Fire & EMS

2021 Fire Station Building Committee Meeting

Meeting Called By: 2021 FSBC

Date, Time: 05/09/2022, 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 5:01 PM.

Attendance

Firefighter Derek Farrell, Call Firefighter Matt Auger, Kevin Cate, Tim Sattler, Lisa Martin, Paul Blaisdell and Chief Michael Sitar

Old Business

Commissioners Meeting

Kevin C stated that the committee needs to produce a Request for Proposals/Request for Qualifications. After a great amount of discussion at the Commissioners meeting it was decided that the Commissioners were not comfortable that the purchasing policy had been followed closely enough and had concerns that if the process was questioned that it would ruin all the work the building committee has done.

Kevin C stated that this will give them the opportunity for more public input and awareness. They can plan to have conceptual drawings and costs to be presented at the District Meeting in March 2024. Chief Sitar reviewed the process of having the RFP reviewed by Primex, their lawyer, and the Commissioners. Discussion ensued regarding how long the review process will take and creating a schedule based on the purchasing policies timeline.

New Business

Request For Proposal/Request For Qualifications

Lisa stated that she used the Tilton Police Station's RFP as a guide and changed the names and other information as it applied. She spoke briefly about the grading and interview process.

Lisa suggest they have a preproposal meeting at the Park Street Fire Station. That will allow the contractors to view the site, ask questions, and collect any information they may require. Discussion ensued whether attendance would be required.

The committee reviewed the RFP. Extensive discussion ensued regarding edits to the draft.

Lisa asked if they have money to pay for design before the bond hearing. Chief Sitar replied that they have \$100,000. Kevin C commented that they would have an opportunity to add more money to that at the next district meeting. Discussion ensued regarding guaranteed maximum price and bonds.

Extensive discussion continued regarding edits to the drafted RFP.

