

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

Meeting Called By: 2021 FSBC

Date, Time: 02/09/2023, 5:30 PM

Transcribed By: Beth Joslin

Location: Tilton Town Hall  
Downstairs Meeting Room  
257 Main Street  
Tilton NH

## **Call to Order**

Paul called the meeting to order at 5:58 PM.

## **Attendance**

Commissioner Jon Cilley, Tim Sattler, Lisa Martin, Dennis Manning, Paul Blaisdell and Chief Michael Sitar

## **Meeting Minutes**

### December 15, 2022 Meeting Minutes

Commissioner Cilley made a motion to accept the minutes of December 15<sup>th</sup> as written. Tim seconded the motion. There being no discussion, vote was taken. Motion passed.

### December 29, 2022 Meeting Minutes

Commissioner Cilley made a motion to accept the minutes of December 29<sup>th</sup> as amended. Paul seconded the motion. Lisa made a wording suggestion There being no further discussion, vote was taken. Motion passed.

## **Correspondence**

### Attorney Fitzgerald's Opinion

Chief Sitar shared that he brought a letter with Attorney Fitzgerald's opinions regarding the violations brought up by Kevin Waldron. The commissioners had asked if there had been any illegal action taken by the building committee in sending additional questions to the bidders by a small portion of the committee. The opinion was that there was no illegal action taken.

Paul stated that he would like to put that behind them and focus on getting the best facility for the fire district.

## **Old Business**

### Score Cards

Score cards have been submitted to Kathy with the exception of the final three items which were the Initial Fee, Design Build Fee and the Interview. Kathy assembled all the score cards into a file Lisa created. Paul stated that at this point Fulcrum has a score of 71 and Loureiro has a total score of 65. They can score the fees tonight and then begin scheduling interviews.

Lisa explained how the scoring works.

### Fees

The committee reviewed the fees, starting with the initial fee.

Loureiro: \$100,000 – includes everything

Fulcrum: \$92,500 – includes everything except engineering services

Discussion ensued regarding what was included in the costs, and the score.

The board discussed their scores of the initial fee and agreed to score 5 to Loureiro and 0 to Fulcrum.

Discussed the wording used for the design build process. Moved on to the design build fee.

Loureiro: 7.8%

Fulcrum: 4%

Paul asked Lisa why she thinks there is such a drastic difference between the two. Lisa replied that it must be their overhead. Fulcrum did not include percentages. Chief Sitar inquired if they wanted to include that. Lisa replied that she is not sure they can accept it after the fact.

Discussion ensued regarding the deadlines.

The board discussed their scores of the design build fee and agreed to score 5 to Loureiro and 0 to Fulcrum.

Paul stated that with the added scores Loureiro is at 75 and Fulcrum is at 71. There are still ten points up for grabs in the interview process.

### Interviews

Dennis asked about the interview process and if they could ask questions about their bids. Commissioner Cilley replied that he believed that they could as long as they asked both contractors the same questions. Lisa replied that not necessarily the case as they will be asking questions based on the presentation so the questions will be different. Discussion ensued regarding the interview process.

Dates were discussed for interviews. The proposed date for interviews is, Thursday, March 16<sup>th</sup> at 3 pm & 4:15 pm

Chief Sitar to contact committee members not present to verify that time works for them, response needed by Feb 14<sup>th</sup> then will discuss availability with contractors. He will also see if the Tilton Police Department's Community Room will be available.

### References

Chief Sitar shared his comments and impressions when calling the references

Fulcrum:

Manchester Fire is currently building station with Fulcrum and so far, they have been good. They meet weekly. They have chosen to use a construction management format, the city chose an architect beforehand. They have stayed on budget and on schedule and are satisfied with the quality of subcontractors they have met so far. Would hire again, pretty easy to work with.

Lebanon Fire hired them to do a study. They were good to work with, quality-based choice. Had they gone forward they would have used construction management. Commented that it took the architects a while to understand the separation of zones. Would hire them again, but hesitant.

Loureiro:

They built a lot of fire stations in Connecticut, but the chiefs or people involved in the stations have moved on. He spoke with a machine company they built. Who stated they got along and had good communication. They used a design build and picked them because they seemed the best fit. The contractor did what he said they would do and stayed on budget and schedule. He was very satisfied with quality of work and would hire them again.

Hudson Fire stated that communication was on a scheduled basis but they talked every single day. The project was under budget and on schedule. They allowed the municipality chose the

sub-contractors from a list of ones that they work with. They would hire them again in a heartbeat. Very attentive and made sure things were correct.

The committee agreed on Chief Sitar's rating based on the comments made by the references.

Discussion ensued to make sure Dennis had all the paperwork he needed to be caught up. Commissioner Cilley asked if a binder could be created to keep at the station with all of these documents and the correspondence.

### **Other Business**

There was no other business.

### **Adjournment**

Paul made a motion to adjourn. Dennis seconded the motion. There being no discussion, vote was taken. Motion passed.

Meeting adjourned at 7:24 P.M.

Respectfully submitted,

*Beth Joslin*

Beth Joslin  
Office Clerk

Next Meeting Date, Time, Place:

March 16, 2023 at 5:30 PM.  
Tilton Town Hall, Downstairs Meeting Room,  
257 Main Street, Tilton NH