

Public Safety Building Committee Meeting  
Meeting Minutes

Date of Meeting: June 7, 2006 7:00 PM

Place: Ashburnham Town Hall

Meeting called to order at 7:07 PM by Public Safety Building Committee Chair Chris Gagnon

Members present: Charles Packard, Jason Bergeron, Chris Gagnon, Jeff Brooks, Larry Barrett, Gail Dumont, Lincoln Stiles, and Mary Neal.

Absent: Al Rickheit, Phil Esposito

Next Committee Meeting: Thursday June 22, 7:00 PM

Committee member action items shown in *Italics*.

Lincoln Stiles was introduced as a committee member. Lincoln was appointed by the Selectman at the Monday Night selectman's meeting.

The Committee reviewed and discussed the details of the submitted meeting minutes of the June 1 meeting. It was agreed that the meeting minutes should reflect the name of the person making any motion and the name of the person who seconded the motion. It was also agreed that the June 1<sup>st</sup> meeting minutes should be edited to show who made and seconded the motion on the committee decision to focus on obtaining building costs using the existing site and not the hardware store. Chris expressed concern that the minutes seemed to reflect that all further site evaluations were concluded. Committee discussion reiterated that this was not the case and other sites may be considered in the future but that the committee needed to get new rough cost estimates based upon the existing site. *Jeff Brooks to correct the June 1 minutes and move the location of the paragraph in the minutes since the site discussion occurred later in the June 1 meeting.*

Committee then reviewed the meeting minutes of the May 30 committee meeting. Larry made a motion to accept the minutes as submitted. Jason seconded the motion. Committee voted to accept the minutes as submitted with two abstentions...Lincoln Stiles & Mary Neal.

Chris Gagnon then advised the committee of his telephone conversation with Curtis. The architect advised he sent a second letter to Holden Sand and Gravel requesting the completion of the site work. Curtis acknowledged that he had received a telephone call from Holden Sand & Gravel and they advised that site work would start on Monday June 4<sup>th</sup>. As of June 7 no site work was started. Curtis then advised Chris that he had received the revised floor space allocation from Chief Barrett.

Chris then led a committee discussion regarding the hiring of Curtis of Caolo & Bieniek Associates as the architect for the new design of the Public Safety Building. After discussions about the architect's contract and the services required, the committee felt that the contract should be negotiated by the Town administrator and the Town accountant. *Chris Gagnon was asked to set up a meeting between the above parties to discuss and review the contract requirements for the hiring of Caolo & Bieniek.*

Guest Richie Wright then introduced his son to the committee and volunteered his son's services to do some rough floor plan designs based upon the new space requirements. Josh Wright is an Engineering student and has access to a CAD program that could provide the committee with some preliminary floor plan designs.

Larry Barrett then advised the committee of his telephone discussion with Curtis about the new space requirements. Curtis was hoping to have some information available for the committees review by next weeks meeting. Larry advised that their discussion was pretty positive about the new space requirements meeting the budget constraints.

*Larry agreed to contact Curtis by Friday and get a status update as to whether any information would be available for the committees review.*

Chris Gagnon then reviewed his visit to the Sunderland Safety building and all the various aspects of this facility. Building has 3 apparatus bays and 4 holding cells. This led to a committee discussion about the Ashburnham Safety Buildings space requirements in the new design... 3 holding cells, discussion of shower areas and the security of the evidence storage area.

Chief Barrett then reviewed with the committee training he is attending on emergency disaster planning and the requirements this plan has on Safety Building requirements.

Chris then advised the committee of a discussion with the Town Administrator over the need to hire a project manager. Kevin believes that based upon a recent Massachusetts ruling in another town a Project Manager is not required. The Committee discussed that they would need to see the ruling and most thought it was not a good idea not to have a project manager for this project. Chris then led a discussion about the services required from a project manager and asked that the committee review the previous NETCO contract to determine what services should or should not be part of the project manager's contract. After discussion the committee agreed the required services should be something the town administrator should negotiate and advise the committee.

Larry Barrett then made a motion seconded by Gail Dumont that this committee should proceed with the hiring of **David Lager** as the construction Project Manger and that Kevin Paicos should make adjustments to the contracts services required as he see fits. If Kevin has any issues with the services required portion he should report back to the committee for resolution. Committee vote was 6 for and 1 against. Vote against was that motion should not be for an individual but for Curtis's company NETCO. Motion was amended to hire NETCO instead of Curtis Edgin. Committee vote was then unanimous in favor of hiring NETCO.

Chris then reviewed Chapter 90 information received from the Focus Committee. Chapter 90 scope of services provides grants for some site items such as for curbs and roadway flashing lights. Committee discussed the information provided and decided it should pursue these grants but to do so at a later meeting.

Chris then reviewed with the committee the site plan of the 10 acre Winchendon Road site being evaluated for the future municipal garage. Location is approximately ¼ mile past the flashing lights on Route 12. Next the committee reviewed the site map of the FW Lombards 44 acre site that has been offered to the town for approximately \$500K.

Committee then reviewed and discussed information on how ISO evaluates the distribution of fire stations in a community. Several handouts were provided for review. Chris reviewed how the location of the new Safety Building could affect the ISO evaluation. It was felt that the committee should be educated on this ISO evaluation process as other potential building sites are considered.

A discussion then ensued about the existing building site and some of the issues with locating the Public Safety Building on this site.

A discussion about the time and place for the next meeting was held. It was agreed that a meeting notice would be posted for Wednesday June 14 at 7:00PM but the meeting maybe cancelled if the architect

does not have any information for the committee to review. *Chris will get a meeting notice posted and will confirm with the committee members if the meeting will be held.*

Motion was made by Larry and seconded by Jason to adjourn...committee voted to adjourn at 8:35 PM

Committee Handouts

Meeting Agenda

Chapter 90 Scope of Service

Map of 10 acre Winchendon Road site plan

Map of Lombard Property

ISO Mitigation Online...Criteria for Distribution of (fire) Companies

Map of the location of Ashburnham fires and response times

ISO fire station location parabolic map

Map of Ashburnham population distribution as prepared by Eric Smith Town Planner

NETCO Professional Services Agreement

Respectfully submitted by

Jeff Brooks