

Approved 10/10/03

Fire Station Building Committee:
Minutes of Meeting October 23, 2003
Town Hall Conference Room #2 7:00 p.m.

Present: R. McLaughlin, Chairman, L. Saidnawey, Vice-Chairman, D. Baldwin, J. Greene, L. Oates, W. Shea, W. Webster.

Also present: Belmont Fire Chief W. Osterhaus, Assistant Chief D. Frizzell

Absent: J. Coakley

There being a quorum, the meeting was called to order by the Chairman at 7:10 p.m.
Comments followed:

- Defer reading of minutes until later in the meeting.

Chairman McLaughlin: Members David Baldwin, Bill Shea and John Greene were absent from interviews.

Member Oates: Summary review of minutes from interviews. Deciding factor was issue of experience.

Chairman McLaughlin: Referring to his evaluation sheets from interview, Donham & Sweeney had completed 15-25 fire stations/police stations. They received almost all 9s in his evaluation.

~~Vice Chair Saidnawey: Winter St is definitely experienced, but in smaller towns. Their presentation was low tech.~~

Chairman McLaughlin: Wallace Floyd only has experience with Logan Airport fire facilities and Mashpee, MA. Poor reference to public sector knowledge. Innovative slides with computerized designs. Ranked all 3: 1-Donham & Sweeney, 2-Winter Street, 3-Wallace Floyd. After interview the committee members moved to vote and it was a unanimous vote to select Donham & Sweeney.

-Committee Members took 5 minutes at the end of each interview in the Executive Session to review each interviewee. Final votes took place in the open meeting.

~~Chairman McLaughlin: Members Bill Shea, David Baldwin, and John Greene, do you have anything to add?~~

~~Asst. Chief Frizzell: Fitchburg lieutenant had great things to say about Donham & Sweeney. Not familiar with Wallace Floyd, Winter St o.k.~~

- No objections from Members Bill Shea, Dave Baldwin, or John Greene. Unanimous vote from October 21st interviews stands:

- 1 - Donham & Sweeney
- 2 - Winter St
- 3 - Wallace Floyd

Chief Osterhaus: Wallace Floyd said budget was off by \$3-\$4 million.

Vice Chair Saidnawey: Wallace Floyd took shot at budget, but computer generated model/slides did not fit land.

Asst. Chief Frizzell: Wallace Floyd had zoning issues.

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Chairman McLaughlin: Did everyone receive the email attachment from Donham & Sweeney? Not everyone received email; a copy was circulated to Members during meeting.

Chairman McLaughlin: In compliance with statute, ranked 3 finalists based upon criteria provided in 2.2 of the RFP.

- Have 30 days to negotiate fee with finalist (Donham & Sweeney).
- On web is proforma contract, need to fill in blanks.

Member Webster: Need to check references.

Vice Chair Saidnaway will call Dave Parr, Fire Chief at Wakefield. He will ask David Parr for an administrative rep. (Member Webster suggests town treasurer or building committee rep).

Member Webster will call reference from the city of Fitchburg.

Member Shea will call Bedford Town Administrator, Richard Reed.

Chairman McLaughlin: Executive Committee minutes do not need to be kept confidential. Member Oates moved for motion to read minutes and Member Webster seconded.

Member Oates: Summary of minutes from meeting of September 11, 2003.

Member Baldwin moved to accept minutes, motion seconded by Vice Chair Saidnaway.

All members in favor of motion to accept minutes.

Member Oates: Summary of minutes from meeting of October 14, 2003. Member Baldwin moved to accept minutes, motion seconded by Member Oates. All members in favor of motion to accept minutes.

Member Oates: Summary/review of minutes from October 21, 2003 interviews and Executive Committee meeting of October 21, 2003. Vice Chair Saidnaway moved to accept minutes with corrections, motion seconded by Member Webster. All members in favor of motion to accept minutes.

Member Oates: Final vote: Donham & Sweeney Most Advantageous, Winter Street Advantageous and Wallace Floyd Least Advantageous.

Committee Members approve rejection letter with some minor changes. Stacey will draft letter and email to Chairman McLaughlin.

-How do we notify the three finalists?

Chairman McLaughlin: I will call Brett Donham on Friday, October 24, 2003. He needs to sign contract.

Chief Osterhaus: We need to tell Wallace Floyd they were not chosen and tell Winter St they came in second.

- Send letter to four not called for interviews and to Wallace Floyd.

Chairman McLaughlin: tell Winter St we are negotiating with Donham & Sweeney and if something goes wrong they will be notified.

Member Oates: Does contract need to be approved by Hawkins & Morrissey?

Chairman McLaughlin: Yes.

Member Webster: Are we using a new contract or Town Hall Annex contract?

Chairman McLaughlin: We are using new contract.

Chairman McLaughlin: Need to review contract Brett Donham has.

Member Shea: Need to make sure Brett stays within parameters of contract.

Member Webster: We should be very specific about what we expect re: design clause.

Chairman McLaughlin: Important to focus on geotechnical clause GEI used, schematic design, development, and construction phase. Contract is on web. Members can review it. Member Shea will review contract, especially contract administration portion.

Chairman McLaughlin reviewed several topics of contract with Committee Members. Committee would be responsible for certain extra costs: 1- additional representation, 2 - material revisions in drawings, etc. after owners (committee) has approved drawings.

Member Oates: Does not have many concerns re: Brett, I am very comfortable with committee's decision.

Chairman McLaughlin: What is our time frame? Call top 2 people Friday, October 24, 2003. Within a few days fill in blanks on contract, whether contract is signed or not should get started.

- Important to establish program and get geotechnical started.

Member Oates: When will we own land?

- Once current occupants move out.

Member Webster: Should be by 1st of year.

Member Oates: Present occupants move to the rear of their current location.

Vice Chair Saidnawey: Is the Town still responsible for 10K relocation fee? YES.

Chief Osterhaus: Will look at grant for removal of tanks, we are in sticky situation until we actually own land.

Chairman McLaughlin: Will review P&S Agreement.

- RE: schematic points of view, any geotechnical reasons we cannot have parking underneath the station? Where is water table?

Member Shea: Is there a question of contaminated soil?

Asst Chief Frizzell: 3 tanks and 1 hot spot to remove

Member Oates: What is established time frame?

Chairman McLaughlin: Have signed contract with Brett in 1 week. Have to run contract by David Hawkins prior to getting it signed. Who needs to sign off on contract? Member Webster: Town Accountant needs to sign off.

Chairman McLaughlin: Committee needs input in the schematic design. Are there conflicts with traffic pattern, etc?

Member Oates: Tentative meeting on November 6, 2003 at 7:00 p.m. Stacey will schedule room.

Chairman McLaughlin will invite Brett.

Member Oates: Committee has access to mailbox 8 a.m. - 4 p.m. Who will check it?

Asst. Chief Frizzell suggests we combine committee mail with Fire Dept. mail. Only 3 people have access to mail and he/Chief Osterhaus can divide it and bring it to meetings.

Member Oates will call Sandra Curro re: combining mailboxes.

Chairman McLaughlin: Question to Members Baldwin & Greene: When do we include public? Don't

want to include to early or too late, have one public meeting or Senate meeting? Member Baldwin: Should ask Brett when he wants public meeting, problem sooner the better.

Member Webster: 1st public meeting should be 1st week of December.

Vice Chair Saidnaway: We can ask Brett at Nov. 6th meeting when 1st public meeting should be.

Chairman McLaughlin: Trapelo Road neighbors meetings to be held at VFW. Who do we invite?

Chairman McLaughlin: Any new business?

Chairman McLaughlin: Upcoming business:

- Call Brett and Winter Street
- Meeting on November 6, 2003
- Vice Chair Saidnaway to call Wakefield
- Member Webster to call Fitchburg
- Member Shea to call Bedford and read over contract.
- Ask Brett re: public meeting.

Member Baldwin: Do we need to involve the Zoning Board? YES. Need to get approval before town meeting.

Member Oates: Go ahead with the zoning work before Town Meeting.

-Committee has discussion of Zoning Codes and possible changes to Zoning laws re: Trapelo Rd.

Chairman McLaughlin: Move bus stop on Alexander? Chief Osterhaus: Doesn't seem to be an issue.

Chairman McLaughlin: What about sewer/water line down Alexander Ave? Chief Osterhaus: may be done by time we break ground.

Upon a motion by Member Webster, the meeting was adjourned at 8:25 p.m.

Respectfully submitted,


Linda Oates, Clerk