

Approved 8/20/03

Fire Stations Building Committee
Minutes of Meeting Tuesday, July 22, 2003 at 7:30 pm
Town Hall Conference Room # 1

Present: Committee members John A. Greene, Linda N. Oates, Robert McLaughlin, Leo J. Saidnawey, Robert E. McLaughlin, Bill Shea and William Webster.

Also, Fire Chief William Osterhaus and Ass't. Chief David Frizzell and from the Permanent Building Committee Patricia Brusch.

Residents Tina Forbes and T.D. Lovering of 100 Leonard Street.

Committee members not in attendance: Joanne Coakley and David Baldwin.

There being a quorum, the meeting was opened by Mrs. Brusch at 7:30pm. Her comments to the Committee were:

--The Committee is in charge of its own work, contracts, etc. The Board of Selectmen do not participate in this work.

--The Permanent Building Committee acts to advise us, read over our documents before going out to bid, and before documents are signed.

--The Committee is made up of two (2) Permanent Building committee members (R. McLaughlin and B. Shea), one Warrant Committee member (L. Oates), a lawyer (R. McLaughlin), a finance person (W. Webster), representatives of site neighborhoods (John Greene, David Baldwin) and members of the Fire Station Consolidation Committee (L. Saidnawey, J. Coakley). There is at present no Disability Access Commission member but Fran Williams of the Disability Access group has said that he would be available for discussions and input.

--The Committee should schedule meetings on a night that isn't an automatic meeting night for some members, such as Wednesdays which are Warrant Committee meeting nights.

--The charge to the Committee is to produce a schematic design for the 2 fire station buildings.

--The present Committee is the Committee for the entire project.

--Tasks tonight are to elect a chair, a vice-chair, a treasurer and a clerk, then form subcommittees for legal issues like contracts, technical such as dealing with buildings and trades, a couple of people to work on a program and work with the Fire Department, a landscape group that should interface with the Shade Tree Committee for such as low-maintenance plantings, a public relations committee for newspaper articles, Belmont Center Merchants' Association and neighbors' contacts.

--All Subcommittees come under open meeting law which includes posting of meetings, and the production of minutes. All members should familiarize themselves with the most recent Open Meeting laws, updated June 2001.

--The committee will interface with Town Administrator Mel Kleckner, the Warrant Committee and Capital Budget Committees. The Warrant Committee and the Capital Budget Committees will get formal presentations with the architect at the very start (development phase).

- The Committee should have 1-2 public meetings where neighbors are invited and also the business groups.
- Usually the architect is at a public meeting and we should have our first public meeting when we begin to see the direction the project is going in.
- The Committee may schedule meetings in the day time or in evenings.
- Fire Department liaisons are Chief Osterhaus and Ass't. Chief Frizzell. They are to receive notices just as voting members of the Committee do except they cannot vote. The two Fire Department officials are also liaisons to the Building Inspector (T. Gatzunis should see plans earlier rather than later and he may come to any meeting) and to the Board of Health where there may be involvement due to the presence of kitchens.
- The Fire Department liaison may meet with the architect only if the Committee has advance knowledge of the meeting.

- The Committee should hire a secretary and then an architect.
- The Committee will need a contract for peer review of Donham and Sweeney's work if they are successful in the bidding cycle. In a peer review the objective is to obtain a formal statement that the Donham and Sweeney work is up to professional standards.
- There will be need for a project manager to be hired, but not until the Debt Exclusion is passed.

- The Committee's budget is \$200,000 which must last through to a successful debt exclusion. If a first debt exclusion vote fails, there will be no additional money until a second debt exclusion vote passes so we have to be very careful about how we spend our money.
- During this first phase, the estimate for architectural charges is \$108,000. The Committee has to manage money for ads, a secretary, for testing of both sites and consider furnishing design in this phase. Peer review is estimated at \$3,000. In addition, Town Counsel will be called upon and money will be needed for this expenditure.

- New members (not on the Consolidation committee) will need copies of the feasibility study.
- Everything we do is a matter of public record, including interviews with architects. The discussion of architects' references can be in executive session.

- Minutes should be good and carefully reflect what was said and directed at the meetings. Personal notes written during the meeting are subject to discovery.
- Subcommittees must comply with open meeting laws, including posting of meetings and minutes to be taken and kept as part of official records.
- Since there are 8 people on the Committee, five people (5) constitute a quorum.
- Site visits are exempt from posting but notes you take are subject to being kept as part of the record.
- The Chairman of the Committee and the contractor can meet but no votes can be taken except in public. Members can meet if it is NOT in subcommittee form.
- Lawyer David Hawkins may be contacted only by the Chairman of the Committee.
- Contract documents must be signed by Town Counsel. The Committee must notify him if we want his advice about both form and content.

--At present the Town has a "boilerplate" contract. The Fire Stations Building Committee can add what we want but we should get review by the Permanent Building Committee. This applies to the architect's contract as well, and contracts are not considered final until such reviews are completed.

--We should not use standard AIA contracts, not for architects, not for contractors.

--Boilerplate contracts should be put into bid materials so that bidders can see what kind of contract we require.

--Time frame:

***Hire an architect and assume schematic design to take about 12 weeks

--Bob McLaughlin described past laws that were changed to open up the process of peer review. Peer review can take four (4) weeks and one can do RFPs at the same time. (if cost <\$10K, can give to one peer review person without bids, if <\$5K, can do RFPs at the same time).

THEN hire architect and plan on 12 weeks so finished by Jan. 1st.

--Timing: April 5th Town election and have debt exclusion on ballot, so that we can go to Town Meeting with vote result; can also have Town Meeting and then a debt exclusion

--Our Building Committee CANNOT be the Debt Exclusion Committee. We may assist as individuals only. Some group will need a formal campaign put together. The Debt Exclusion Committee may use a public hall or space for a presentation but must pay the conventional fees.

--We must check to see if another Committee is working (like the Parking Committee) on parallel issues. It is up to the other Committee to come to us.

--It would be good to have a meeting early on to see what the neighbors are thinking.

--Need to educate the community as to what we want to do so have a public meeting at end of the schematic design phase.

--Consider the League of Women Voters to host a public discussion

--Re a Committee secretary: Members should actively engage in this. If a Town Employee is hired, there will be no union coming into the agreement. The pay would be about what the employee is currently making hourly.

Election: Bob McLaughlin was nominated and elected unanimously as Chairman.

Leo Saidnawey was nominated and unanimously elected as Vice-Chairman

Bill Webster was nominated and unanimously elected Treasurer

Linda Oates was nominated and unanimously elected Clerk

8:47pm: Mrs. Brusch left and the meeting continued with Mr. McLaughlin as Chairman.

--A list was circulated to get started on a member list of addresses, phone numbers, etc. It will be completed after the Clerk can reach the two members missing tonight and should be available before our next meeting.

--Two viewers were present and invited to speak. They are part of a residents' group concerned about the safety at the double cross-walk in the area of the proposed Alexander Ave. substation.

--Chief Osterhaus discussed an automated traffic light system that will adjust lights to stop traffic when a call is received at the Fire Station. He stated that foot traffic will be in a less hazardous situation with the new Fire Station since the apron in front of the building will be longer and allow better visualization of foot traffic than the current Leonard St. station which has essentially no apron.

--The guests wanted to know if Alexander Ave hadn't been eliminated earlier in the process. Chairman McLaughlin replied that it had been a long process and at one time Claflin St. had been considered for a new Headquarters with a substation in Cushing Sq. Alexander Ave. was not big enough to take a Headquarters footprint. There then was a transposition of stations so that the headquarters was to be on the Trapelo Rd. corridor and a substation in the Belmont Center area.

--Ass't. Chief Frizzell added that originally the Alexander Ave. site couldn't accommodate the design of a one-story building. Since that time, the design was changed to a two-story design so the facility could fit on the Alexander Ave. site.

--The question was asked about the flexibility of the foot print. Ass't. Chief Frizzell answered that with the programmed lights and a longer apron, the Fire equipment can go on the apron and then back in to the station.

--A visitor expressed concern regarding cars flying in to the area.

--Further Committee discussion:

-RE Sec'y.: Clerk Oates and Ass't. Chief Frizzell will continue to work on this.

-RE architect Brett Donham: Chairman McLaughlin said we must do an RFP.

-We should send a sample boilerplate contract out with the RFP.

-If the Committee ends up with Brett Donham, we'll still need a peer review.

-Member Webster to work on peer review.

-Put RFP on Town web page.

--Also:

-Need an ad in the Central Register for 2 weeks (need to get in 2 weeks form now).

Then will need to allow time for response, schedule interviews after Labor Day.

Chairman McLaughlin will run RFP past lawyer Hawkins.

--Misc.:

-Estimate \$16K for surveys, \$18K for geotechnical services. Trapelo Rd. site acquisition money already has the fee for the Trapelo Rd. site in it.

--? Money for zoning issues (height change on Trapelo Rd. project)

--Next meeting: proposed Wednesday, Aug. 20 at 7:00pm. Clerk Oates will arrange and the committee will be notified.

--Upon a motion by Member Webster and a second by Vice Chairman Saidnawey, the meeting was adjourned at 9:33pm.

Respectfully submitted,



Linda N. Oates, clerk