

Approved 9/11/03

Fire Stations Building Committee-
Minutes of Meeting August 20, 2003
Town Hall Conference Room #4 7:00pm

Present: R. McLaughlin, chairman, L. Saidnawey, Vice-Chairman, D. Baldwin, J. Coakley, L. Oates, W. Shea, W. Webster. Absent: John Greene.
Also present: Belmont Fire Chief W. Osterhaus, Ass't. Chief D. Frizzell
Also 2 residents of Leonard St., Tina Forbes & J.D. Lovering

There being a quorum, the meeting was called to order by the Chairman at 7:05pm.
Comments followed:

From Chairman McLaughlin: Selectman Paul Solomon is interested in "sustainable" buildings, i.e., energy efficient, with the use of recycled materials in construction so there will be savings in water and electricity. There may be funds available for environmentally detailed buildings. Member Webster said there may be costs that increase the building's total construction price and make the building more difficult to sell to the public.

Re RFPs: The Chairman suggested that we look at these options (green development) during design and call attention to these points in a RFP. Also use standardized procedures or RFPs, where to find "yellow books" (the reports of the Fire Station Consolidation Committee) Note: These will be placed by Clerk Oates in the Town Clerk's office.

RE RFPs: The committee should seek full service, get independent cost estimate of plans and specifications to see if the architect's estimate is accurate, rank the responses, make information public. Consider noting the attributes of applicants (various pluses and minuses for criteria), ? include experience. Do applicants have to submit a price proposal?

At the end of the schematic phase, get independent estimate.

Ass't. Chief Frizzell suggests we include the document charge in bid paperwork and both the smaller and larger "yellow books" are on the web.

General comments/questions:

- Per the Chairman, we should put the contract on the web.
- Also need time stamps on proposals submitted and have copies of proposals available.
- Need review committee for proposals: how many people should be on the committee?
- Member Baldwin: concerned that new Belmont Center station have minimal impact in the Center, add to the Center.
- Per Chief Osterhaus: can't narrow down Leonard St. so much that a fire vehicle can't get through
- Per Ass't. Chief Frizzell: the number of spaces on Claflin St. behind the new Alexander Ave. fire house is an issue that should be taken up by the Parking Committee.
- Per Chief Osterhaus, need 3 bays for 2 companies (50-100 year plan) in new Center station. Most often there will be 2 primary/active doors in use. Again, issues such as access of additional land for parking is something left to the parking Committee.

Re schematics: plan on having by Dec. 31st.

Re a Committee: Clerk Oates reported that Mrs. Jitka Kaufman of Belmont has agreed to help in this capacity but would be unavailable until after Aug. 22nd.

Re small groupings: it was decided by the group that specific subcommittees would not yet be formed at this time.

The minutes of the last meeting were approved with minor corrections.

Upon a motion by Member Baldwin and a second by Clerk Oates, the meeting was adjourned at 8:35pm.

Respectfully submitted,

A handwritten signature in cursive script that reads "Linda Oates".

Linda Oates, Clerk