

**TOWN OF NORTHFIELD**  
**EMERGENCY SERVICES FACILITY BUILDING COMMITTEE**  
**WEDNESDAY, JUNE 15, 2022, AT 4:00PM**  
**VIRTUAL HYBRID (ON-LINE) MEETING**

**MINUTES**

1. **Call To Order**
  - a. Skip Dunnell called the meeting to order at 4:04PM
  - b. Committee attendance: Chief Jon Hall, Bernie Porada, Chief Skip Dunnell, Kevin Connolly, Stephen Seredynski, Andrea Llamas, David Quinn; Absent; Alex Pirozhkov, Heath Cummings, Chief Mark Fortier
  - c. Consultants: John MacMillan, CBA; Tony DiLuzio, Colliers; Matthew Sturz, Colliers.
  - d. Public Attendance: Bee Jacque, Pamela Eldridge, Lynn Hans
2. **Previous Meeting Minutes**
  - a. Meeting minutes of May 25, 2022;
    - i. Motion made by B. Porada to approve, Second by Stephen Seredynski
    - ii. Motion PASSES, Unanimous by roll call vote (with abstention by Mark Fortier)
3. **Budget, Contracts, Invoices**
  - a. Colliers (OPM) Amendment: On hold pending site recommendation and Notice to Proceed (also need to identify a completion date).
  - b. Colliers invoices for OPM services for March and May in the amounts of \$7,079.13 and \$5,612.50 respectively were submitted to the Committee. D. Quinn motion to recommend payment of Colliers invoices for March and May as presented. Motion was seconded by H. Cummings. Hearing no further discussion the motion passed unanimously by roll call vote.
  - c. Caolo & Bieniek (Designer) Amendment: on hold pending site recommendation and Notice to Proceed (also need to identify a completion date).
4. **Designer Update**
  - a. Final Report was issued this morning. Designer Services through the Concept Phase are complete.
  - b. CBA provided a brief summary of the Concept Phase report
    - i. Creation of space needs summary
    - ii. Site Design concept plans for any site similar to the one studied
      1. Drive-through apparatus bay considered in one of the concept plans.
    - iii. Cost Estimate discussed, based on Cost-per-Square-foot analysis



1. Estimated \$725-\$750 per sf. for building and site work, or about \$13M based on a 17,740 square foot building.
  - a. S. Dunnell asked what materials assumptions were made to arrive at the cost/sf. CBA responded that it would be a mix of masonry and siding, wood framed, concrete block in cell areas. Options for apparatus bay include wood stud, sheet rock, FRP, etc. CBA advised that, at this early stage, the numbers are rough enough that there is flexibility to determine the materials at a future date.
  - b. S. Seredynski inquired whether the Concepts presented were able to be expanded in the future should the Town's needs change. CBA advised that, at least on the site used as the basis for this concept study, the building is not constrained at the north end of the site and could be expanded if needed. Following this, S. Seredynski asked for a ballpark figure for what such an expansion might cost. CBA responded that, at the projected cost per square foot, adding an apparatus bay would cost approximately \$1M, but that an apparatus bay is easier to construct than other areas of the building and would be somewhat discounted from that figure.
  - c. The number of bays in the design was discussed; CBA confirmed that 5 bays were provided for in the space program.
  - d. Discussion followed about the space needs program; S. Dunnell asked about the difference between square footages in the single-story vs. two-story configurations. CBA advised that the concept options were developed as test-fits (based on prior JHA study) prior to the refinements to the Space Program refinements undertaken by CBA and the Dept. Heads. S. Dunnell indicated a hesitation to make a decision regarding which option to pursue until an updated Concept Plan can be produced showing the current Space Needs.
  - e. The Committee and CBA discussed the setback being apparently reduced at Main St. CBA advised that the Town required a 50' setback, and what was being shown was in compliance.
  - f. Drive through apparatus bay discussed. CBA has not yet worked out how this would impact the Police sallyport location. CBA indicated that they could have a revised design concept in 2-3 weeks for further study by the Committee.
  - g. S. Seredynski suggested adding an open-air covered carport for Police cruisers.



- h. Colliers suggested that, for purposes of expediency, CBA be authorized to proceed with their additional study by the Committee. A Motion was made (D. Quinn) and seconded (K. Connolly) to authorize CBA to proceed with further Design Concept study, in an amount not to exceed \$10,000. Motion passed by roll call vote, unanimous.
- i. Committee members provided some initial feedback to guide CBA, including: reduce parking spots, reconfigure entry/exit drives, reconfigure staff first responder parking to reduce encroachment into buffer zone.
- j. Parking in front of the building (within 50' setback) discussed as a possibility. CBA will study this, but is hesitant to propose too many curb cuts for the project. Parking also discussed for access to Library path / Story Walk, to be discussed further once a Concept Plan is further refined.

#### **5. Proposed Site Investigation**

- a. Geo Technical Update: Preliminary Geotechnical Investigations Completed, final report issued.
- b. Site Selection Matrix Update: Colliers reported that the Dickinson site being considered has no extraordinary site or sub-surface impediments to the construction of the proposed facility.
  - i. A brief side conversation ensued regarding potential for USDA funding and the restrictions that would come along with that. The Committee indicated that this was not being considered at this time.
- c. A. Llamas advised that the RFP solicitation has now closed, with no responses.
- d. S. Dunnell indicated that he had been contacted by Tessa Powers (new owner of Shepard House, next to the Library) who expressed concern about trail access across her property and clearing out the woods next door. S. Dunnell met her on site and described the potential future project.
- e. Following the Public Comment Period, S. Seredynski offered a Motion to Recommend that the Select Board accept for the construction of the new Public Safety/Emergency Facility, the "Snow Property" on Main St. in Northfield. (Seconded by H. Cummings).
  - i. B. Jacque advocated for a Public Meeting explaining the selection of this site before the Select Board meeting.
  - ii. Motion passes by unanimous roll call vote (M. Fortier had to leave the meeting early and did not vote).



**6. Public Comment Period**

- a. P. Eldridge asked that if trail access is to be expanded, she would like to be kept in the loop. With the additional Food Pantry use on Saturday, would be helpful to understand what is happening with the trail access.
- b. L. Hans, asked that documents to be presented at meetings be posted on the website along with Minutes and Agenda. Committee responded that these documents will be uploaded.
- c. L. Hans also suggested that the Building Committee Meetings be moved to a later time to facilitate more public participation / support. S. Dunnell and A. Llamas responded that this change was being worked on, and contact information / email addresses will be updated on the website. Following a brief discussion at the end of the meeting, a Motion was made by S. Dunnell (seconded by D. Quinn) to move the Building Committee Meetings from 4:00pm to 6:00pm.

**7. Next Meeting / Adjournment**

- a. Next meeting would be July 13, 2022, 6:00PM
- b. Motion to adjourn by S. Dunnell, seconded by KC 5:13PM, passed by unanimous roll call vote.

AGENDA ITEMS LISTED ARE THOSE REASONABLY ANTICIPATED BY THE CHAIR TO BE DISCUSSED AT THE MEETING. NOT ALL ITEMS MAYBE DISCUSSED AND OTHER ITEMS NOT LISTED MAY BE BROUGHT UP FOR DISCUSSION TO THE EXTENT PERMITTED BY LAW.