

TOWN OF NORTHFIELD
EMERGENCY SERVICES FACILITY BUILDING COMMITTEE
THURSDAY, JANUARY 19, 2023, AT 6:00PM
VIRTUAL HYBRID (ON-LINE) MEETING

MINUTES

1. Call To Order

- a. S. Dunnell called the meeting to order at 6:01PM
- b. Committee attendance: Chief Skip Dunnell, Stephen Seredynski, Chief Mark Fortier, Chief Jon Hall, Bernie Porada, Heath Cummings.
- c. Consultants: John MacMillan, CBA; Bill Murray, PLACES; Amy Gregory, CES; Matthew Sturz, Colliers; Anthony DiLuzio, Colliers.
- d. Public Attendance: Susan Calabria, Annie Chappell, Andrew Vernon, Bee Jacque, Pamela Eldridge.

2. Previous Meeting Minutes

- a. Meeting minutes of December 21, 2022;
 - i. Motion made by B. Porada to approve, Second by M. Fortier
 - ii. Motion PASSES, Unanimous by roll call vote.

3. Budget, Contracts, Invoices

- a. Invoices presented for approval:
 - i. Colliers invoice #811806, in the amount of \$12,387.50, for December 2022 Project Management Services.
- b. Motion was made by B. Porada to approve the Colliers invoice as presented, Second by H. Cummings.
 - i. Motion PASSES, Unanimous by roll call vote.
- c. PLACES Associates Additional Services Request to authorize them to proceed with the ZBA Variance that will be required to construct the project as designed. A. Llamas had previously authorized PLACES to proceed with this scope at Colliers' recommendation.
 - i. After further discussion, it was the Building Committee's recommendation that this Add-Service be recommended and referred to the Select Board for Approval, as it is technically a Contract Amendment.
 - 1. A Motion was made by S. Seredynski, Seconded by B. Porada, to recommend the PLACES ZBA Add-Service for approval by the Select Board.
 - 2. Motion PASSES, Unanimous by roll call vote.
- d. The Committee discussed that CBA has been formally authorized to proceed to the Construction Documents phase of work, and no further action is needed from the Committee at this time.

- e. Colliers reviewed the Reconciled Project Budget, advising that CBA and Colliers both retain an independent estimator to review the drawings and prepare a Cost Estimate. These numbers are then analyzed line by line for comparison and to ensure the estimators understand the scope and intent.
 - i. Colliers advised that the presented spreadsheet contains both estimators' numbers and an average of the two, to forecast anticipated project cost.
 - ii. Colliers noted that certain categories of work (Filed Sub-Trades) are identified in the estimates where certain trades' work passes certain nominal value thresholds under MA procurement law.
 - iii. Colliers advised that Bids would be compared to this once received, further noting that the drawings are not yet complete and a design and pricing contingency remains as part of the Estimates to account for elements not yet fully designed.
 - iv. Colliers further explained that the Alternates included in the Estimates are for scope items that the Town can elect to include or not based on how the Bid numbers come in relative to the budget.
 - v. Colliers advised that Estimators typically target the middle of the pricing range – it is expected that one or more bids will be lower than the estimate, whereas some contractors will come in higher. In other cases, there may be outliers who prepare a higher bid price seeking a profit windfall.
 - vi. Colliers noted that the Reconciled Estimate shown is just the building construction costs, not the overall project cost, which carries additional costs for designer/OPM fees, radio/communications vendors, furnishings, and other items.
- f. M. Fortier asked to confirm an assertion that the number shown was lower than the previous estimate number presented to the Committee. Colliers advised that this was due to the Committee's ongoing efforts to pare down building square footage, in addition to cost-per-square-foot numbers that seem to be receding from their mid-pandemic peaks.
 - i. In response to a Committee question about the effect of the building's aesthetics/material choices on the cost, CBA explained that the estimate is based on the DD drawings and the current design has advanced beyond those. Certain aspects of the building have been modified, including mansard roofs in place of gables at the ends to reduce the apparent size along Main Street, and eliminating the 2' bump-out at the front in favor of a recessed false dormer. CBA is preparing a rendering of the updated design for Committee review.
 - ii. Colliers asked CBA to confirm that further changes are covered under design contingency. CBA responded affirmatively and suggested that some of the proposed changes may in fact save cost.
 - iii. It was discussed how the exterior changes would be reviewed and approved by the public. Colliers suggested incorporating a public information session into an upcoming Committee meeting. S. Seredynski advised putting any available graphics on the Town

website for public consumption. It was determined that the Historical Commission would be sent the images first for internal review and comment before they were publicly released.

4. Design Review

- a. CBA advised that the biggest uncertainty with the current design was the question of whether a Fire Pump would be required. The team is working to determine this and is awaiting final calculations from CES to confirm if this will be needed.
 - i. S. Dunnell advised that the answer to this question was anticipated by Tuesday from CES. CBA to follow-up with CES to confirm.
 - ii. S. Dunnell clarified the purpose of a Fire Pump (to achieve a minimum threshold of system water pressure and flow rates per NFPA guidelines), in response to a question from S. Seredynski.
- b. Although Alternates were listed on the Agenda for discussion, the Committee determined that the uncertainty surrounding the need for a Fire Pump meant that it was advisable to defer discussion about potential Bid Alternates to a later date.

5. Discussion – Permitting Status (ZBA, Conservation Commission)

- a. PLACES advised that they met with the Conservation Commission, who had received the report of their peer reviewer in response to the Abbreviated Notice of Resource Area Delineation (ANRAD) filing. The peer reviewer indicated agreement with the delineation of the resource area, but took issue with the technical completeness of the paperwork and some minor deviations with the in-field flagging. The Conservation Commission advised that they would like to have both the delineator and the peer reviewer resolve these discrepancies in the field before the next meeting. The Commission has extended their hearing on this matter until their next meeting on February 15, 2023, at which point they are anticipated to issue the Order of Resource Area Delineation that will set the wetlands setbacks. Following this meeting on February 15, PLACES intends to file the Notice of Intent, to seek permission for construction to commence.
- b. PLACES further advised that, along with the project team, they had met with Eversource on the proposed site today.
- c. PLACES mentioned that they had attempted to meet with the Building Inspector today, as a precursor to engaging with the ZBA regarding their formal approval and the Variance the project will require, but they were unable to do so as office hours were canceled due to the weather. PLACES will pursue this meeting through all available avenues, to enable them to make the required filing. It is hoped that this can be filed within two weeks.
- d. PLACES advised that Site Plan Review would be conducted to seek preliminary approval before engaging the Planning Board, in case any significant changes are needed.

- e. Finally, PLACES advised that the process was in motion for filing for approval with MassDOT, as Main Street is technically their roadway and the project will need approval for curb cuts, sight lines, etc.

6. Special Town Meeting

- a. S. Dunnell reiterated that the Committee had previously discussed holding the vote to appropriate funding for this project at a Special Town Meeting, as it would drag out the Annual Town Meeting far too long. B. Jacque advised that the Annual Town Meeting appeared to be scheduled for May 1, 2023.
- b. Discussion ensued regarding the timing of the Special Town Meeting. It was determined that the Special Town Meeting should be held prior to the Annual, preferably approximately a month in advance, and that the goal would be to have actual Bid costs in hand and known for the voters to decide on. CBA advised that this proposed timeframe would be challenging and suggested that the public forum could happen sooner and be updated with actual cost data when available. Colliers advised that actual bid values may or may not prove useful for purposes of public information, as there are numerous additional costs beyond the construction bid number that are part of the overall project.
- c. Colliers advised that a public information meeting could be held in early February to allow the design team to incorporate that feedback and complete the drawings on the suggested timeline.
- d. Colliers noted that a warrant amount can be adjusted down but not up at a Town Meeting, which may impact the final number that the project team wishes to include on the warrant. B. Jacque advised that she and H. Cummings would follow up with A. Llamas about this.
- e. The format of this forum was discussed. It was determined that an in-person meeting would be preferred.

7. Project Sign

- a. Colliers advised that they have obtained pricing for the project sign, but the final input on the design should be considered before finalizing a graphic to put on the sign. This would place the timeline for a completed sign in early March. The Committee concurred with this approach.

8. Formation of Pre-Qualification Committee

- a. Colliers advised that public construction contracts in Massachusetts valued at \$10 million or more require that General Contractors and certain Trade Contractors be Pre-Qualified to determine a pool of eligible bidders. In order to do this, a Committee must be formed to evaluate the qualifications packages that interested contractors are required to submit for evaluation.
 - i. This Committee typically includes the Owner's Project Manager, Project Architect or their designee, and three members from the Awarding Authority/Jurisdiction. Colliers further advised that the membership is usually drawn from the Building Committee but can also include others such as Select Board members.

- b. M. Fortier nominated A. Llamas as the Town's Purchasing Official to serve on the Committee. He further suggested that, in addition to Colliers and CBA, the membership could include someone from the Select Board and a member of the Building Committee.
 - i. S. Seredynski nominated B. Porada (Finance Committee, Building Committee) to serve on the Prequalification Committee. B. Porada agreed to volunteer for this role.
 - ii. S. Dunnell volunteered to serve unless it was preferred that the final member from the Awarding Authority be someone from the Select Board.
- c. B. Jacque questioned whether the Prequalification Committee must technically be appointed by the Select Board. Colliers agreed with this suggestion and offered that instead of a vote to decide the Prequalification Committee membership, the Building Committee could recommend the membership for formal approval by the Select Board at their next meeting. After further discussion, the Committee was amenable to this approach.
 - i. B. Jacque advised that the next Select Board meeting where this could be brought forth would be the January 30th joint meeting with the Finance Committee.
- d. A Motion was made by M. Fortier to recommend the creation of a Prequalification Committee consisting of B. Porada, a representative from Colliers, a representative of CBA, A. Llamas, and a fifth member at the discretion of the Select Board.
 - i. Seconded by B. Porada
 - ii. No further discussion
 - iii. Motion PASSES, Unanimous by roll call vote

9. Public Comment Period

- a. S. Calabria asked if the building would be full-electric, would have a generator, and if solar/PV had been considered. S. Dunnell advised that the Energy Committee and the Building Committee had discussed this at length and concluded that the system that best met the needs of this facility was high-efficiency propane boilers with heat pump supplement (System 2 as presented previously by CES). S. Dunnell further advised that the system would be able to be readily retrofit to become full-electric in the future when the technology becomes more well-established and less costly to do so. The building will also have a generator that will handle the full load of the building for up to 72 hours.
 - i. For solar, the Energy Committee and design team reviewed the potential for this, and concluded that solar was not appropriate to add to the project at this time. CBA added that there is limited south-facing roof area with an optimal solar orientation to produce solar power. The building will be designed to accommodate future solar installation as required by Code. Later, A. Vernon advised from the standpoint of the Energy Committee that tree preservation was part of the tradeoff that was evaluated against the exposure needed to

make the building viable for solar. He further added that off-site solar installations were being considered to offset the energy use of buildings such as this proposed one and mentioned that most of the heating and cooling would be done with mini split heat pumps with the propane boilers serving as backup during peak loads.

- b. S. Calabria also asked about the aesthetic choices involving gabled and mansard roof configurations. CBA responded that although a mansard roof with a gabled dormer was originally considered, a mansard was chosen instead of a gable to reduce the apparent size of the building given its proximity to Main Street. S. Calabria commented that mansard roofs portray an "old" look that may or may not be desirable.
- c. S. Calabria expressed concern about the timing of presenting visual materials immediately prior to a vote on the project at a Special Town Meeting. S. Dunnell responded that the Select Board would work on the timing of this so as to maximize the opportunity for public review. B. Jacques clarified that the public presentation would be approximately a month in advance of the Special Town Meeting on this, in addition to a presentation right before the vote in case members of the public had not seen any of this material previously.
- d. A. Chappell asked to confirm that there would be drawings or other materials available for review and comment, and asked in what manner feedback should be provided. S. Dunnell advised that attending public presentations, sketches, or written comments would all be acceptable. CBA will prepare drawings and elevations for public review, though CBA noted that the drawings will not have changed significantly in appearance from the Design Development drawings that the Town already has. A design presentation will occur in a few weeks, as discussed earlier in the meeting.
- e. M. Fortier asked to confirm that major conceptual design changes to the front of the building were not being considered. S. Dunnell advised that mostly minor cosmetic adjustments were being considered such as the roof line, material selections, and colors. CBA advised that building elevations with the suggested changes will be presented, and added that part of the idea behind some of these changes were practical considerations to help support ZBA Variance approval.
 - i. It was suggested that tall trees be planted in front of the building to scale down the apparent size of the building. S. Seredynski advised that from past experience with Town Hall, MassDOT does not allow tall trees within the right of way adjacent to their roads.
- f. M. Fortier further added that considerable thought has been given by the Committee and the design team for how to prepare this proposed facility to meet future needs, including the provision of conduit for future electric vehicles both inside and outside the building.
- g. S. Seredynski advised that the arches that were mentioned earlier in the meeting were referring to the front door of Town Hall. S. Dunnell advised that, although they add value aesthetically, they are potentially problematic for fire apparatus.

- h. B. Jacque asked how the team has handled public input on the look and feel of the building on past projects. A. DiLuzio advised that it had been handled similarly to what was being discussed here, with public information meetings and display boards for in-person discussion.**
 - i. Presenting again at a Select Board meeting was discussed, similar to what was done at the transition from Phase 1 to Phase 2 of the project for formal site selection. B. Jacque advised that this option was available if needed and that she and H. Cummings would follow up with Colliers to schedule this.**
- i. CBA advised that their renderings would suggest color palette ideas, with the caveat that a final product and color will not be known until the Contractor submits the product they intend to use. It was discussed that all feedback should be funneled to the design team via the Building Committee, as the appointed body with responsibility for the project.**
- j. P. Eldridge noted the the meeting chat that she hopes consideration is given with the design to the historic context surrounding the project site.**

10. Next Meeting / Adjournment

- a. Colliers discussed scheduling the next Meeting as soon as possible following the Select Board meeting on 1/30, so that the Prequalification Committee can begin to be convened.**
- b. The Public Information Meeting was left as a TBD item, to be confirmed with the Town following the Select Board meeting as well.**
- c. B. Jacque advised that the Select Board had upcoming meetings on 1/30 and 2/7, for the team's information in scheduling upcoming meetings.**
- d. Colliers advised that they would work with A. Llamas and H. Cummings on the Public Information Meeting, Building Committee meeting would target February 2.**
- e. Motion to adjourn by S. Dunnell, seconded by S. Seredynski, 7:48PM, 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.