

TOWN OF NORTHFIELD
EMERGENCY SERVICES FACILITY BUILDING COMMITTEE
WEDNESDAY, AUGUST 31, 2022, AT 6:00PM
VIRTUAL HYBRID (ON-LINE) MEETING

MINUTES

1. Call To Order

- a. Chief Skip Dunnell called the meeting to order at 6:16PM
- b. Committee attendance: Chief Jon Hall, Bernie Porada, Stephen Seredynski, Andrea Llamas, David Quinn, Chief Mark Fortier; Absent; Kevin Connolly, Alex Pirozhkov, Heath Cummings
- c. Consultants: John MacMillan, CBA; Matthew Sturz, Colliers.
- d. Public Attendance: Bee Jacque, Bernie Boudreau, Pamela Eldridge, Pat Holloway, Lynn Hans, Robin McKeon.

2. Previous Meeting Minutes

- a. Meeting minutes of July 13, 2022;
 - i. Motion made by M. Fortier to approve, Second by S. Dunnell
 - ii. Motion PASSES, Unanimous by roll call vote.

3. Budget, Contracts, Invoices

- a. Colliers (OPM), CBA (Designer) Amendment: Colliers noted that Phase 1 services have been completed for both Colliers and CBA. A schedule for upcoming schedule milestones related to engagement for Phase 2 was coordinated with B. Jacque and A. Llamas, and was reviewed for discussion:

- Meeting Today 8/31: Goal would be to hear from the Chiefs, culminating in a formal Recommendation from them on a building concept, and a formal Recommendation from the Committee to present that concept to the Select Board for approval.
- 9/7/2022: A Presentation would be made to the Select Board, hopefully resulting in a Vote to authorize Colliers and CBA to proceed to Phase 2.
- 9/20: Calendar hold for the Select Board meeting, if that date is needed to engage them.
- Hoping to be back under contract and moving by early October 2022.

- b. OTO invoice #52700 was recommended for payment by Colliers, in the amount of \$5,200.00, for the completion of Geotechnical Services.
 - i. Motion made by M. Fortier to approve, seconded by B. Porada.
 - ii. Motion passed unanimously by roll call vote.
- c. Caolo & Bieniek invoice #6581 was recommended for payment by Colliers, in the amount of \$67.25, for reimbursable expenses on the NESF project.

- i. Motion made by M. Fortier to approve, seconded by B. Porada
 - ii. Motion passed unanimously by roll call vote.
- d. Colliers invoice #767886 was recommended for payment by Colliers, in the amount of \$3,425.00, for June 2022 services.
 - i. Motion made by M. Fortier to approve, seconded by B. Porada
 - ii. Motion passed unanimously by roll call vote.
- e. Colliers invoice #774704 was recommended for payment by Colliers, in the amount of \$2,800.00, for July 2022 services.
 - i. Motion made by M. Fortier to approve, seconded by B. Porada
 - ii. Motion passed unanimously by roll call vote.
- f. S. Serebinski advised that there should be a discussion period prior to the roll call vote to approve each invoice, as a point of order.

4. Designer Update

- a. Caolo & Bieniek advised that they had presented at the previous meeting a new Concept Plan (2A), characterized by the building being rotated by 90 degrees and a drive-through apparatus bay. Since then, CBA met with the Police, Fire, and EMS Chiefs, and following that discussion, made another series of small modifications to the plan. The Chiefs have reviewed the revised design and agree that that design is acceptable for Phase 1.
 - i. M. Fortier provided a recap of the other designs that had previously been reviewed by the Chiefs (both forward-facing and drive-through configurations) and the Chiefs had determined that a drive-through configuration was the most appropriate for all of the departments' needs.
 - ii. S. Dunnell advised that both public parking and the number of curb cuts had been reduced, and the building was able to be shifted slightly further away from the neighboring residence to the South of the parcel. The building was moved closer to Main St., and further out of the wetland buffer zone. Additionally, the decontamination area was moved to the opposite end of the apparatus bay, to further mitigate exposure to potentially contaminated turnout gear.
- b. CBA provided a presentation recapping the building orientation on the site and added that the drive-through configuration allowed for access to all vehicles, potentially reducing response time.
 - i. CBA added that the reduction in public parking allowed two of the three driveways from the previous design to be consolidated into one, reducing the total number of driveways to just two. This can be aligned with the road across Main Street to produce a more navigable intersection.
 - ii. The increased landscape buffer to the south can be grass to enable overflow parking if needed for larger events.
 - iii. At the North end of the building, first responder parking and covered police cruiser parking are provided. This location also provides access to the Sallyport and generator.

- c. CBA reviewed how this design would impact the adjacent wetland buffer. Development associated with this project does not encroach on the 50' no-build buffer, but does encroach on the 100' buffer and would require approval via an Order of Conditions from the Conservation Commission.
 - i. CBA further advised that shifting the building to the North on the site also allowed for the inclusion of additional at-grade stormwater detention basins, which are a more cost-effective means of mitigating stormwater impact than underground chambers.
- d. S. Dunnell elaborated that the drive-through was chosen not just from a safety point of view, but from an apparatus bay access perspective, and actually also locates first responder parking closer to the building. CBA advised that the large apparatus bay apron at the rear of the site provides an ideal outdoor area for training exercises for all departments.
- e. Moving to the building floor plans, CBA reviewed changes to the design including the Police sallyport and garage locations, revised locations of several spaces adjacent to the lobby, and a potential future holding cell that is planned to be storage but designed with the infrastructure to be a cell if that need should arise in the future.
 - i. CBA advised that the orientation of the building and slope of the site allow for the apparatus bay to be lowered approximately 4' to reduce the amount of fill needed, and to reduce the visibility of the apparatus bays from Main Street. CBA reviewed how this was achieved with the introduction of stairs into the design to account for the grade break.
 - ii. The relocation of turnout gear / decontamination areas mentioned previously was shown on the floor plans.
 - iii. J. Hall advised that Police space adjacencies have been well thought through by CBA and will function as efficiently as possible based on the Department's anticipated needs.
- f. M. Fortier advised that the presented plan seems to work well for all Departments.
- g. In response to a Committee question, CBA reviewed the sequence of spaces specific to Police use, including the squad room, armory, and equipment storage.
- h. In response to a Committee question, CBA advised that the revised building plan is about 18,200 square feet. In reviewing this against previous plans, S. Dunnell indicated that this represented a slight increase from the previous version of this plan, but was a reduction of about 6,000 square feet from the original space needs assessment.
- i. S. Dunnell advised that the next step for advancing the project is for the Committee to vote to formally approve the design concept presented (Option 2B), as recommended by the Chiefs.
 - i. Motion made by M. Fortier to approve Concept Plan 2B to move on to Phase 2 of design development. Seconded by B. Porada. No further discussion regarding the motion.
 - 1. Motion passed unanimously by roll call vote.

5. Proposed Site Investigation

- a. Status Update on the Formal Selection of the Snow Property Parcel.**
 - i. A. Llamas advised that the land owner has a copy of the Purchase and Sale agreement, as well as the updated surveys; awaiting action from them to complete paperwork and formalize the sale.**
- b. Public Information Session date to be established following the formal acquisition of the parcel. A. Llamas advised that the parcel sale approval was going before the Select Board on 9/20; schedule was adjusted due to lack of camera equipment after it was damaged during a recent lightning strike.**
 - i. Public Information Meeting would be scheduled for some point after 9/20.**
 - ii. M. Fortier asked for clarification regarding what action would be needed from the Select Board on 10/20. B. Jacque and A. Llamas advised that this would be to formally authorize the Colliers/CBA contracts for continued services, as recommended by the Chiefs.**
 - iii. Discussion ensued regarding what would follow the authorization of the Colliers/CBA contracts. CBA indicated that they would be entering the Design Development (DD) phase, where the building would be designed to approximately 30% completion and an estimate would be obtained to confirm the project was on budget. This would also include coordination with MEP/FP disciplines to resolve any design issues related to building systems. Following this, the drawings would be reviewed with the Committee; CBA would be seeking Committee approval to formally begin Construction Documents (CD) for the building.**
 - iv. Colliers advised that this process would likely be the next 4 months or so, and would begin to involve local approvals, including Planning Board, Conservation Commission, MassDOT, and other Boards/Committees. This would also include further public meetings, if needed.**
 - v. M. Fortier asked what Town Meeting was being targeted for the approval of funds to construct the project. A. Llamas advised that there were two possible processes – a debt exclusion, or a borrowing authorization. This would be the major choice and could require a Special Town Meeting. M. Fortier advised that, in order to meet the schedule that is being discussed, the schedule of funding approval should be thought through in advance in order to keep things moving. M. Fortier also expressed concern regarding public perception of having a Special Town Meeting vs. having the project on the Agenda for the Annual Town Meeting, and possible sentiment that information is being concealed from the public. A. Llamas opined that, for a project of this magnitude, the public will turn out for a Special Town Meeting focusing on this project.**

1. CBA advised that the most opportune time to bid a project is typically in January/February when contractors are lining up their work for the year ahead. CBA asked if the intent would be to go to Town Meeting with bids in hand, or with an estimate.
2. A. Llamas recommended 9/27 as a date (shortly after the Select Board) Meeting for the Public Information Meeting.
- c. Colliers asked CBA to confirm if they could commit to having Bid Documents ready by January/February. CBA confirmed that based on authorization to move to Phase 2 in late September, would be ready for bidding in early February. Colliers advised that with the project's current estimated value, the project team would need to pre-qualify contractors beginning shortly after New Years. CBA confirmed that this was not expected to present an issue.

6. Public Comment Period

- a. P. Eldridge commented that she was impressed with the changes made since the previous meeting, including the wetland buffer zone concerns, lowering the apparatus bay, and the consideration given to whether or not to include a cell. The one concern was regarding the dissemination of information regarding the project and that this should be shared as freely as possible. S. Dunnell asked if P. Eldridge could suggest any ways to maximize public turnout at the Public Information Meeting. P. Eldridge advised that she would conduct as much public outreach as possible, and try to raise awareness about the project as she remains strongly in support of the project. S. Dunnell advised that the sign board would be deployed in front of the fire station along Main Street. A. Llamas advised that the Town has a ClearGov account, which is being updated with budget information and could include a page dedicated to this project.
 - i. S. Seredynski suggested mass mailings as a way to reach more of the public regarding the project. P. Eldridge suggested that this could be a good idea. A. Llamas followed up on this to advise that a mailing list would need to be developed for this, but there is a budget for this. A. Llamas also cautioned that NextDoor, although useful, is not an official Town communication channel.
- b. L. Hans seconded P. Eldridge's comments commending the work done by the Chiefs and by the Committee to address prior public concerns, and to express a willingness to help distribute any printed materials that are developed. L. Hans also suggested that pursuing a Special Town Meeting would not be perceived as "concealing information" if the Committee continues to be as transparent in its dealings as it has been to date.
- c. CBA asked if there was a minimum number of days that was required between a potential Special Town Meeting and the Annual Town Meeting. A. Llamas advised that there is no legal requirement, though there may be a separation that is ideal so that meetings are not held too close to each other. More separation would be better. B. Jacque suggested a one-month

separation between these. Discussion ensued regarding the placement of a warrant among other items that had not yet been voted on, and whether that might impact the public's inclination to approve the appropriation for the project. This would be a decision to be made once firmer numbers are understood in the larger picture of the Town budget.

7. Next Meeting / Adjournment

- a. Committee to select a date and coordinate use of space with the school as was done with the Water District project.
- b. Motion to adjourn by M. Fortier, 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.