

**TOWN OF NORTHFIELD**  
**EMERGENCY SERVICES FACILITY BUILDING COMMITTEE**  
**THURSDAY, OCTOBER 13, 2022, AT 4:30PM**  
**VIRTUAL HYBRID (ON-LINE) MEETING**

**MINUTES**

**1. Call To Order**

- a. S. Dunnell called the meeting to order at 4:35PM
- b. Committee attendance: Chief Skip Dunnell, Chief Jon Hall, Bernie Porada, Kevin Connolly, Stephen Seredynski, Andrea Llamas, Chief Mark Fortier, *Absent; David Quinn, Alex Pirozhkov, Heath Cummings.*
- c. Consultants: John MacMillan, CBA; Matthew Sturz, Colliers; Anthony DiLuzio, Colliers.
- d. Public Attendance: Bee Jacque, Joan [surname not recorded], Pamela Eldridge.

**2. Previous Meeting Minutes**

- a. Meeting minutes of August 31, 2022;
  - i. Motion made by B. Porada to approve, Second by S. Seredynski
  - ii. Motion PASSES, Unanimous by roll call vote

**3. Public Information Meeting**

- a. Colliers presented a slide show, developed in response to a suggested content list from A. Llamas.
  - i. Intro slide with images of the current Emergency Services facilities, as sent by A. Llamas. To be displayed as people are entering the room. No edits required.
  - ii. History/Timeline Slide – S. Dunnell to present this slide. A. Llamas suggested using a graphic of the cover of the Jacunski Humes 2012 report, which was amenable to all. Colliers to revise this slide to incorporate this. S. Dunnell to advise regarding project timeline text. CBA suggested adding facts about the existing facilities, including age, condition, identified deficiencies, etc.
    - 1. In discussing the Fire Station, it was noted that the original 1953 building was the Highway Dept. at the lower level, Fire Station on the upper level (not purpose-built as a Fire Station.
    - 2. In discussing the EMS building, it was noted by M. Fortier that this structure is a former gas station and is not Town-owned (has been rented for past 10 years).
  - iii. Site Selection Matrix – text size was briefly discussed. The presentation will be displayed on a wall-size projector screen and will be legible. B. Jacque suggested that the information density might necessitate just touching on the highlights. A. DiLuzio advised that he



had recently digitized a trove of older files and could assist with older graphics related to the history and evolution of the project. S. Dunnell will present this slide.

1. It was discussed for this slide, and generally, that text bullets should be combined where possible and streamlined, to be elaborated on verbally if needed.
- iv. Site Selection Process – Wetlands delineation slide, using graphics from SWCA's wetlands report that show wetlands and setbacks on the Snow Parcel. A. Llamas advised that the important piece of information to convey is to show that due diligence was done on wetlands delineation and evaluation. S. Seredynski suggested indicating that any plan would require Conservation Commission and other local approvals; S. Dunnell advised that the report is publicly available and could be reviewed separately by the public if interested. CBA advised that the Conservation Commission must also first approve the wetlands flag locations, allowing for another level of oversight to protect the Town's interests. A. DiLuzio will present this slide.
  1. After discussion, the enlarged image will be deleted to avoid confusion about the actual site location and adjacent wetlands.
- v. Geotechnical Site Investigation – Colliers anticipated describing the testing procedures and why they were performed; depth of bedrock, type of material, drainage properties of soils, groundwater location, etc.
- vi. Geotechnical Investigation Results – Colliers anticipated sharing that no adverse conditions were encountered; material was generally granular, no shallow bedrock, good drainage rates, groundwater not an impediment.
  1. CBA suggested adding groundwater depth info to this slide. Colliers to add this number to the slide.
- vii. Survey Plan – Survey plan including a description of the ANR division of the Snow Parcel. It was discussed that the two plans should be combined and matched up to form a single image. It was determined that A. Llamas and/or B. Jacques would present this slide and provide a status update on the formal property purchase.
  1. M. Fortier noted that, if shown, the building should be shown at an appropriate scale.
- viii. Concept Plan Development (Site) – plan graphic and text provided by CBA. J. MacMillan and S. Dunnell to present this slide.
  1. CBA advised that this will become part of the project record, and therefore there is more substantial text on this slide to make the content more evergreen.
  2. CBA inquired if any members of the Committee had contacts on the ZBA, to ask if there are any precedents for similar variances being granted along Main Street – CBA advised that without a variance, the current site/building concept plan will



not be feasible. A. Llamas advised that no difficulty is anticipated with regard to this variance, as denials are extremely uncommon in Northfield.

- ix. Concept Plan Development (Building) – plan graphic and text provided by CBA. J. MacMillan and S. Dunnell to present this slide.
  - 1. S. Seredynski asked whether there was any mention of the reduction in square footage from the previous JHA space needs assessment, suggesting this might be good information for the public to hear about. The team agreed on the phrasing “Revised Space Needs Assessment” to describe the current configuration.
- x. Recap Slide – List of completed process as described on the prior slides, transition from Phase 1 to Phase 2. Bee and/or Andrea will present this slide and describe the Select Board process.
- xi. Next Steps – Forward look at the milestones ahead, to serve as a continuation of the previous Recap slide. A. DiLuzio will present this slide.
  - 1. Schedule to be split into 2 parts to discuss completed/next steps. A. Llamas suggested that bullet points be streamlined, add local Committees and Boards that will need to approve the project. CBA advised that this typically occurs around 50% Construction Documents, anticipated between December 2022 and January 2023.
- xii. Q&A Slide to wrap up.
- b. Discussion ensued regarding the slide show as a whole. It was noted that the Intro Slide does a good job of showing the congestion all departments are currently working in. A. Llamas briefly described some early thoughts about how funds might be obtained for a study about the possibilities for repurposing the existing facilities. Colliers will incorporate the feedback received during this meeting and prepare a new DRAFT of the presentation, for final tweaks by the Committee.
- c. It was decided that handouts would not be printed beforehand, but that a copy of the presentation would be made available so that the public could print it in advance if they so chose.
- d. Presentation logistics were discussed. A. Llamas advised that she was coordinating with the Pioneer Valley Regional School’s IT Department to set up the presentation in their Auditorium, as was done previously for the Water District project.

#### 4. Invoices

- a. A Motion was made (S. Seredynski) and seconded (B. Porada) to approve CBA’s invoice for Programming, Schematic Design, and Estimating Services, in the amount of \$7,175.00.
  - i. Motion Passed, Unanimous by Roll Call Vote.
  - ii. Abstention by M. Fortier (not responsive)



- b. A Motion was made (K. Connolly) and seconded (B. Porada) to approve Colliers' invoice for Design and Bidding Phase Services, in the amount of \$4,500.00

- i. Motion Passed, Unanimous by Roll Call Vote
- ii. Abstention by M. Fortier (not responsive)

**5. Public Comment Period**

- a. No public comment.

**6. Next Meeting / Adjournment**

- a. It was determined to hold off on scheduling the next meeting until after the Public Information Meeting, scheduled for 10/17/2022.
- b. The ANR plan is going before the Planning Board on 10/27/2022, has been received by Town Clerk; this will formally split the lot into two pieces, anticipated formal closing date for this on 10/30/2022.
- c. Motion to adjourn by S. Dunnell, seconded by B. Porada, 6:04PM, 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.