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**TOWN OF NORTH HAMPTON**

**the fifth municipal facilities committee**

approved minutes – August 13, 2015 – 6:30 p.m.

mary herbert conference room

NORTH HAMPTON Town offices

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Purpose: This is the regular meeting of the Municipal Facilities Committee.

1. **The Call to Order by the Chair**

Chair Etela called the meeting to order at 6:34PM. Those present were Mr. Kilgore, Mr. Castagna, Director Page, Mr. Robie, Mr. Jeffrey, Town Administrator Apple, Mr. Lamarre, Andre Betts and Jeff Parks from Bauen Construction were also present.

1. **Old Business:**
	1. **Review and confirm schedule of drawings and estimates**.

 Director Page stated he spoke with both the fire and police chief, and there was a consensus that the layout would need some modification.

 Chief Tully reviewed the plans with the committee, and stated the depicted layout of the bunkroom and dispatch on the plan would not work due to the way in which it is spread out. He stated he is not opposed to being on one floor, but the flow needs to change.

 Chief Tully explained to the committee that the firefighters on duty are responsible for dispatching their own calls. The firefighters cannot get dressed in the bunker gear for a call, and then go back into the dispatch area due to potential contaminants on their gear.

 Mr. Castagana asked if it would be a problem to have one firefighter on duty sit at the dispatch center. Chief Tully stated that yes it would be a problem because there is never one firefighter that sits at dispatch all day. The chief stated if there were to be a full time dispatcher then the plan would work, but he does not anticipate a full time dispatcher until several years in the future.

 Mr. Lamarre stated there is much “massaging” that has to be done with the plan and the current plan before the committee was one in which he showed a “box” to show how everything could fit for the fire and police stations. He further stated he is trying to complete the plan for a shell for the September 14 deadline, and then look into where the parts and pieces will go.

 Mr. Lamarre suggested meeting offline with the chiefs’ to discuss the many iterations to be done with the plan.

 Mr. Lamarre also addressed town records, and where they could be stored in order to reconfigure the fire station. He suggested housing them in a building behind the Town Clerk’s office however, this would not be the ideal situation, as personnel would have to walk across the parking lot to access them.

 Mr. Lamarre stated the current Emergency Operations Center would become shared training space for both fire and police. He also stated he is trying to make use of the current elevator and stairways.

 Mr. Kilgore asked about building the dispatch center in another location in the fire station.

 Mr. Robie stated he is hearing the chief saying that the current plan is too spread out and it might work better to be more compacted with a second story.

 Mr. Lamarre stated that the current plan would be a one-phase program with the sallyport, fire station, library are all phase one of the plan which are the economies of scale. When that is done, the administrative piece of the police station will kick in when they go into the old library until the rest of the police station is renovated. The last phase would be to knock down the old library.

 The committee confirmed with Town Administrator Apple that this is an all or nothing project as one ballot item.

Mr. Parks from Bauen Construction asked what one thing is going to be done to sell the project to the voters this time.

 Mr. Castagna stated the cost of the project must be lowered, and if it is $7 million it will be shot down by the voters again.

 **2.2 Discuss the two site plans required from Ron Lamarre.**

 Chair Etela pointed out the differences in parking would be a big in the two plans and, he wanted to make sure to emphasize that point.

 Chair Etela asked Mr. Lamarre if he is all set to prepare the two different site plans they are charged with and Mr. Lamarre stated he was.

 Mr. Robie stated that it is important to remember the septic system can be dug up and relocated with no problem, and is certainly less expensive than installing a new. The reason to move the recently installed septic would be to allow for more space in building.

**3. New Business:**

      **3.1 Discussion of required Temporary moves/costs/phasing with Bauen Corp**.

 The committee spoke about a project timeline and the earliest start would be Fall 2016 unless an early foundation and steel package could be done.

 Chair Etela stated the older plan was a three-year plan, and the new would be a two. For comparison purposes, he asked Bauen Corporation their thoughts on inflation and escalation costs as that would have some bearing on the comparison of the two schemes.

Mr. Betts (Bauen) stated if this project were to be put out to bid in August 2016, you could tell people bidding on the project that phase I consists of certain items so they could bid accordingly, and in phase II they would inflate their prices as they bid it. It is not going to be completely accurate because the prices will be increasing and they might be doing a lot of “guesstimating” but they will know when they bid on it, it won’t be started for another year or so. Sometimes to get a price for a project, an older building project is looked at and an average of 2 to 2 ½% increase is applied.

**3.2 Discussion on the Alternate Scheme floor plans submitted by Ron Lamarre.**

 Chair Etela asked where the mechanical room for the existing elevator was on the plan, and Mr. Lamarre stated he had not labeled it, but it is staying were it currently is.

 Mr. Lamarre stated it was important to remember that the number given to the Select Board at the September 14 meeting will not be the guaranteed maximum price; that number will come later once all of the pieces are put into place.

**3.3 Confirm meeting schedule going forward and everyone's availability.**

 Chair Etela stated the next Municipal Facilities meeting would be on August 20, 2015 at 6:30 PM in the Mary B. Herbert Conference Room.

 Chief Maddocks spoke about some of the issues he had with the plans noting some reconfigurations that need to be done to the evidence room and sally port area.

 Chief Maddocks noted the receptionist had no bathroom, and she would have to go into the public area. He also spoke to the secured vestibule and having to go through three doors to get into the police station.

 Mr. Lamarre stated these were the type of items that need to be discussed off line with the two chiefs’

 Mr. Lamarre suggested doing away with common kitchen or shared kitchen and suggested one kitchen for each the police and fire station.

**4. Approve minutes from July 23, 2015 meeting and July 30, 2015 meetings**

**Motion to approve the minutes of July 23, 2015 by Mr. Kilgore. Seconded by Mr. Robie. Motion carries 5-0-1.**

**Motion to approve the emended minutes of July 30, 2015 by Mr. Kilgore. Seconded by Mr. Castagna. Motion carries 6-0.**

**5. Any other item that may come before the Committee**

**6. Adjournment**

Chair Etela adjourned the meeting at 8:01 PM.

Respectfully submitted,

Janet L. Facella