

**Police-Fire Facility Committee**  
**Thursday, May 23, 2013, 4:00pm**  
**Hanna Cosman Room**

Committee Members: John Allen, Phillip Chapman, Kathy Dowd, Tony Farnum, Robin Sweetapple, Steve Phillips, Prudence MacKinney, Eli Gould, David Emery, Sr

Absent:None

Staff and Others Present Barbara Sondag, Patrick Moreland, Steve Horton, Mike Bucossi, Gene Wrinn, Peter Lynch, Michael Fitzgerald, David Schoales

- A. Sondag confirmed that the meeting was warned
- B. Dowd proposed several changes to the minutes of May 9. During this discussion the Committee requested that Horton start a list of apparent unbudgeted items. Motion by Chapman to approve the minutes of May 9 as amended. Second by Farnum. Motion carried 8-0.
- C. Sweetapple brought the Committee up to date on the process to hire an architectural firm. Horton explained that the subcommittee met on the 22nd to discuss the twelve proposals that had been received in response to the Request for Proposals. Subcommittee members utilized a matrix to rank the twelve proposals. Subcommittee members announced their top four firms and from that four firms rose to the top. With more discussion the subcommittee narrowed the field down to three.

Horton outlined the three firms that were chosen for interviews. The Committee agreed that the whole committee would sit in on the interview process. In addition the Committee agreed that the two Chiefs, Town Manager, and Project Manager would participate in the process.

Horton suggested that the interview process have each firms present for 15mintues and that there then be a period of thirty minutes for pre-determined questions. Horton suggested that he or Sondag ask all the questions. Phillips suggested that the formatted questions be asked by Horton and/or Sondag and that there be a period of time for open questions from the Committee.

Phillips made a motion that the Chiefs and Assistant Chiefs attend the interviews and assist with the development of the interview questions. Second by Dowd. Motion passed 8-0.

Phillips made a motion that Sondag decide which staff member should attend the interviews if she was unable to attend. Second by Dowd. Motion passed 8-0.

Horton also suggested that the Committee hold the interviews the following week and further suggested that interviews be on May 30 from 1:00 - 4:00pm. Phillips suggested 2:00 - 5:00pm. Consensus was given to hold the interviews from 2-5pm on the 30<sup>th</sup> of May.

Consensus was also given that Sondag and Horton would develop the questions, pass those by the Committee for review/edits, and then ask the questions at the interview process. The Committee would have ten minutes for open questions.

Dowd suggested that the all committee members tour the all three buildings prior to the interviews. It was also determined that the interviews be held in executive session. The Committee discussed the development of a matrix for the interview process. Horton stated he would develop a matrix for the interviews.

Sweetapple introduced the matter of how the sub-committee came to consensus on the three firms. Gould discussed that the field of firms was highly competitive and of high caliber. Horton stated that there needs to be sensitivity to firms that are from the area and that notes would go out to all firms that were not chosen for the interview section of the process.

Dowd stated that each member of the sub-committee came to the proposals with different perspective and that it was interesting that the members ended with the same top proposals - even though the proposals were dissected differently by individual member.

Sondag stated that three proposals would be available to the committee members for review prior to the interviews. Sondag stated that she found it difficult to do compare the firms on costs because the firms determined costs using different means.

Motion by Emery that the Committee accept the subcommittee's recommendation and interview the three firms that were presented by the sub-committee and that letters go out to the firms that were not chosen for the interviews. Second by Phillips. Motion carried 8-0.

#### D. Update by Project Manager

Horton stated the sub-committee did its homework and he was very pleased with the proposals received. Bucossi stated that many great firms applied and he was very happy with the proposals.

Gould stated that he thought that the air quality of the existing Municipal Center would be included in the project, but realized that was not the case. He stated he was interested in keeping this on the radar as he believes this is a very important matter to be addressed.

Horton reviewed the list of items that appear not to have been included in the estimated cost of the project. Items include: VY siren, relocation of the oil tank, mold remediation at Station 2 and the Municipal Center, and lead paint remediation.

Gould asked Horton whether it would be wise to break the bids process for construction into separate bid proposals. Horton stated that that decision had not been made yet, but that he would recommend that the Town receive bids for the three individual building projects and also allow firms to present one bid for all three buildings. MacKinney stated that this question can't really be answered until we get the design.

Dowd asked on the status of purchase of the Custom Laundry building. Sondag stated that the Town was still in negotiations with the property owner.

#### E. Dowd made a motion to adjourn at 5:15pm. Second by MacKinney. Motion passed 8-0.

Next Meeting is May 30 at 2:00pm