



Town of Plaistow ♦ Board of Selectmen
145 Main Street ♦ Plaistow ♦ NH ♦ 03865

PLAISTOW BOARD OF SELECTMEN MINUTES:

DATE: June 9, 2014

MEETING CALLED TO ORDER: 5:20 PM

SELECTMEN:

Chairman, Daniel Poliquin
Selectman, Michelle Curran
Selectman, Steve Ranlett - excused

Vice Chairman, John Sherman,
Selectman, Joyce Ingerson
Town Manager, Sean Fitzgerald

AGENDA:

MINUTES:

Motion by J. Sherman to approve the minutes of June 2, 2014

2nd M. Curran

Vote: 4-0-0

Motion passes.

PUBLIC COMMENT:

None

PUBLIC SAFETY COMPLEX PRESENTATION – HKT

Bill Hammer introduces himself and his staff; Janet Slemenda, Amy Dunlap and Alan Gould from Municipal resources. He states that their experience spans over 38 years and they have completed many municipal projects. We utilize an Integrated Design approach working as a team that meets both operational needs and the established budget. The team utilizes the firm Hoyle, Tanner & Assoc. as site, civil and structural engineers thru Municipal Resources.

A. Gould continues the presentation reviewing the experience and background the Municipal Resources Inc. has. MRI has provided consulting services to more than 400 communities for the last 22 years. MRI can help to develop funding sources and grant writing.

J. Selmenda states that HKT's approach is process driven. We review the existing documentation and technical data and set goals at a kick off meeting. We listen, collect data, evaluate and confirm the information through interviews with key staff and Town officials. Building and Site Assessment would follow studying all aspects of the site. A public presentation and the opportunity to gain feedback will establish the process of transparency. There will be options that will be developed, producing series of sketches of the potential building configurations and what they would look like. A conceptual option would include community usages and aesthetics, operations, sustainability and phasing.

To continue the process of transparency another meeting would be held to present the steps being taken as they progress to the public. Development of the preferred design and then a Cost Estimate

Schedule. Funding options will be reviewed; projected delivery and the traditional design – bid – build or design build aspects will be discussed. The goal would be to gain public support to be ready for the March 2015 Town Meeting.

A. Dunlap continues the presentation with some test cases.

- The Holbrook Public Safety Facility in Holbrook MA presented design challenges. The budget was limited, the site was steep and had wetlands, located in a residential neighborhood. They also wanted to include community space to help sell the project to the public.
- Tisbury Emergency Services Facility, Tisbury, MA also presented design challenges, a 6 month schedule to have bid in hand and to inform the public. Located in a residential neighborhood on a sloping site with Town leaching field at the rear portion of the site.
- Boston Police Station Charlestown, MA had multiple design challenges. The city set budget, there was a very tight site for project that included a parking and fuel station under Tobin Bridge on ramp. Located in the historical area of the Navy Yard that included a school, church, and housing. There was anticipated heavy usage of the Community Rooms that would be located at the Police Station. It was one of the first Green buildings that utilized solar collectors that helped to heat the building. A storm water collection system that was to be used to flush the toilets.
- Rye Public Safety Building Rye, NH the design challenges were a strict budget, selling points to the public with pack and go presentations. Aesthetics sympathetic to the historical district and residential neighborhood, while construction was progressing the Fire Department site needed to remain fully operational.

B. Hammer summarizes that HKT is the firm being best suited for this project. Our track record with workable design and can assist with public information and success at Town Meeting.

M. Curran inquires what would be the biggest obstacle for this particular site.

A. Dunlap states that creating a unified campus design which gives the Police Department building a public face on Elm Street.

J. Sherman inquires if you could change one thing the Town has done so far what would that be.

J. Selmenda states that the town finally got the land that was needed for the expansion. She states that your design as depicted has a tremendous amount of parking and not enough green space.

B. Hammer adds that one of the challenges could be the public's perception of the current condition of the existing complex.

J. Sherman inquires what are some of the features of the existing building that would be considered outdated.

J. Selmenda states that the existing building has a good entry point for the public. However, there is no space for witnesses, suspects, women and juveniles. Once inside the facility it is too small with no room for expansion in its current capacity.

J. Sherman inquires of A. Dunlap are you Project Management Professional certified.

A. Dunlop states that she is not, we work as a group, as a team.

D. Poliquin inquires about the current facility being renovated. Do you foresee any problems with the current building being renovated.

J. Selmenda states that an evaluation will provide the information necessary to know the cost to upgrade the facility. Room configuration and structural coding will be reviewed.

J. Ingerson inquires about checks and balances in place to keep the project on track.

J. Selmenda states that it is a step by step process, communication and transparency between the town and HKT are the steps needed to produce those checks and balances.

B. Hammer states that they work with a consultant to review the plans in the event that we are building in a problem with the renovations.

J. Ingerson inquires if they typically review their sub contractors.

B. Hammer states yes they do.

J. Sherman inquires what sets HKT apart from the other firms.

B. Hammer states that the experience especially in public facilities. We have a great track record and really work well together as a team.

Discussion occurs.

PUBLIC SAFETY COMPLEX PRESENTATION – DORE & WHITTIER

Donald Walter, the Principal introduces himself and his team; Alan Brown Project Manager, David Ross Project Architect & Sandy Brock Civil Engineer. Dore & Whittier wants to build relationships and tell you why we are the best suited for this job. He presents an Agenda that will move the project forward. He states that public engagement is critical. We are with you from the beginning, during and after the end of the project. Our major experience is in the public sector. For consultants he states that D&W and CR Architecture & Design & CSI Mechanical, Electrical, Plumbing & Fire Protection Engineering. Since 2006, any Dore & Whittier building project has included CR in the programming and design. Cost effective design based on your desires and options. We design high energy efficiency into the buildings. Using the character of the neighborhood we create a similar look so it blends in well. He continues showing a cost comparison of previous projects showing a less than 1% overage of initially proposed costs on average.

Brown continues the presentation stating that all projects begin with questionnaires, to the Chief's typically. We continue forwarding performing room analysis and data sheets that include space needs. We create room diagrams and then move forward with how the departments work together.

S. Brock states that a site evaluation includes factors such as town water, septic and sewer. Getting to know the site from a perspective of drainage and any other topography. The everyday users of the existing site can give you information from the user's standpoint.

A. Brown continues the presentation displaying some site layout options. He states that the feasibility study schedule for public information releases is included in the covers of the notebooks that they provided.

Phase 1	Feasibility Study	July – September 2014	12 weeks
	<ul style="list-style-type: none"> We would hold a kick off meeting approximately July 1st with the Public Safety Committee and the Board of Selectmen. Following the kick off, we can create a preliminary program, the public meeting and finalizing the program in about 5 weeks. At the same time the site assessment will take place, and a second public meeting during weeks 1-7. Week 7-10 the Pre-Schematic Design Plan would be created, we would meet with the committee and the 3rd public meeting will take place. Weeks 10-12 the Cost Estimator & Schedule will be ready to present to the Board of Selectmen and the PSC Committee and will contain a final report to present at the 4th public meeting. Owner Selection of Preferred Option Funding options will complete Phase 1 of the scope of work 		
Phase 2	Notice to Proceed	October – December 2014	
	<ul style="list-style-type: none"> Schematic Design of Preferred Option <ul style="list-style-type: none"> Develop SD, cost estimate Craft Warrant Article Town Meeting for final approval 	January 2015	March 2015
Phase 3	Public Relations		
	<ul style="list-style-type: none"> Design Development 	April – July 2015	
Phase 4	Construction Documents	April – July 2015	
Phase 5	Bidding	August 2015	
Phase 6	Construction Admin – New Police Station	September 2015-2016	
Phase 7	Construction Admin – Reno for Fire Department	October 2016 – March 2017	

D. Walter continues stating that they can meet the schedule; the public meetings would not be limited to 10. The schedule can be updated as necessary along the road. He shows the existing building and the current character of the Town of Plaistow. Village Gateway's that exist as entry points to the Town, you want something that is welcoming to residents and visitors alike. The site with the additional land is of great value when planning the new building and renovation. The building should be attention drawing, not just a sign showing it is behind the fire station. The potential of connection by moving the septic system toward the back of the lot allows for other configurations. All of the public activities would take place in the front of the building and the support personnel would be in the back. Another option is elongating the connection directly in front of the building. The Police building coming forward from the back of the lot.

S. Brock discusses the images that the software produces to view a conceptual design. It depicts cuts and fills which are relative to the costs involved. It can analyze the amount of parking space potential

in each section. Pavement, utilities, etc. We can get a lot more data upfront to base critical decisions upon.

D. Walter continues stressing the importance of public outreach, people have to understand the need, agree with the need, and then financially support the need. The belief that the community leaders are for and believe in the project the public will tend to support it. Action plans, open houses, mailers, videos, website, cable TV, newspapers in order to reach out to everyone is crucial. We are enthusiastic and are very interested in this job. We are in it for the long haul.

J. Sherman if you could change one thing that the Town has done so far what would it be.

D. Walter responds that we have had time to review the previous study work, every community is unique, it's just timing.

J. Sherman from the outside the building looks alright, what needs to be updated now.

D. Walter states that this building is almost 30 years old; the systems are nearing their useful life all of the equipment within the building is aging.

A. Brown states you have outgrown the building in both departments; there is just no room for expansion.

J. Sherman are you a certified project manager?

A. Brown states he is AIA Certified & the National Registration.

M. Curran inquires with the different options what are the site challenges.

D. Walter states the size of the site, not the acreage but the configuration. The Police station should get the same amount of visual connection as the Fire Dept. The new roadway is important, the septic system. The separation of public from the facility.

J. Ingerson, inquires during the phases of the project what checks and balances do you have with the subcontractors.

D. Walter states that we have long term relationships with the subcontractors and we are familiar with each other. They attend the meetings we hold as the project goes forward.

S. Brock states that her job entails working with many contractors on many projects utilizing dialog and communication keeps everyone on the same page.

D. Walter responds that working with Peter Bradley of PM&C who produces detailed costs analysis that follow the project as the phases progress. The order of magnitude of costs. If you can't afford to build it why design it?

J. Sherman asks what sets you apart.

D. Walter states relationships, meeting and exceeding with regard to deadlines, creating a building that fits Plaistow and the site.

Chief Savage inquires about the community aspect to the building.

Don states that he hadn't focused on that aspect in the presentation but refers back to a previous slide that depicts a community room for the public.

Chief Savage states that community room should be a shelter in the event of emergencies.

Discussion occurs.

PUBLIC SAFETY COMPLEX PRESENTATION – HUTTER CORP.

Lars Traffic introduces himself as well as Jonathan Halle Architect from Warrenstreet Architects and Charlie Zilch from SEC Engineering Consultants. He states he is honored to present Hutter Construction's proposal this evening. He states they are here to present a design-build proposal. We understand the time and cost constraints involved. We are a solid team to provide a design solution, and we can guarantee the pricing if the voters approve the project.

J. Halle states that H-W partnership advantage. The design build model is unique, Hutter is truly a general contractor that employs seasoned employees. The process we are going to take you through we will give you a price for the facility.

J. Halle states the design-build model represents the single point of responsibility. Efficiency of delivery and involvement in the design process

- Efficiency of delivery & involvement in the design process.
- Assurance of final cost
- Simplified contractual arrangements
- Speed to market
- Potential cost savings

Limitations:

- Owner's goals with contractor objective
- Alignment educational program with build environment
- Stakeholder involvement and voice as part of the process and the product
- Delivery of a product that is part of the community

Existing Public Safety Issues

- Availability of Capital Funding
- Projections of future NEED
- Interaction of Police and Fire Staff
- Management of fulltime vs. volunteer efforts
- Security

Municipal Facility Needs

- Address Community wide facility needs
- Provide for future growth & expansion
- Accommodate all aspects of Public Safety Programs

- Provided energy efficiency
- Maximize funding opportunities

Reviews of past projects.

J. Halle states that ,“We need to know what the Town of Plaistow will agree to fund.”

Visioning

- Establish and maintain open lines of communication
- Establish a strong clear message
- Interactive public workshops and focus groups
- Questionnaires and surveys
- On site tours and open houses
- Public relations and communication opportunities

J. Halle continues that, Being LEAD Certified and Net Zero is possible as well as utilizing green technology. A start up meeting should take place July 1st. He shows examples of designs and states that exposure to the information by the public is critical. He reviews timeline of meetings and information releases. Construction costs will be available within the first month due to permitting being active. 3D video shows the existing building. The Police Station is depicted with a shared compound. He reviews a video for the Town of North Hampton to show how the “Selling of the Story” occurred in that town.

M. Curran inquires whether the presented design shown is the only ideas up to this point.

J. Halle states that it can be tweaked.

M. Curran asks what are some of the site challenges that you have found.

J. Halle states you are fully permitted, this is an easy site and the permit can be amended.

C. Zilch states that the access is there, the site plan is sound and so is the layout.

J. Sherman asks what would you change that the Town has already done what would it be.

J. Halle states choosing to begin two months ago.

J. Sherman states that one question from the voters is that the building seems adequate.

L. Traffic states there are accreditation issues, co-mingling, work flow doesn’t work. The compliance side demands attention.

J. Sherman inquires if they are looking at different campus layouts.

J. Halle responds that the designs have already been paid for and approved, it will delay the process.

J. Sherman asks what sets you apart from the other firms.

L. Traffie responds that we are the contractor – builders, our cost history sets us apart.

S. Fitzgerald asks the presenters to help us understand the value and efficiencies with your proposal.

L. Traffie states that it requires a bond vote we are providing some services as a preconstruction effort in the hope that we are awarded the cost and design.

J. Halle states that we are going to give you a design build partner.

Discussion occurs.

***MOTION TO ENTER INTO NONPUBLIC SESSION BY: Motion by J. Sherman under RSA 9-A:311 (c) Reputation, (d) Negotiations
2nd by M. Curran***

Board Polled: D. Poliquin = yes, J. Sherman = yes, M. Curran = yes, J. Ingerson = yes

Public meeting adjourned 9:07 pm

Respectfully Submitted
Kerry Lee Noel