



**Town of Plaistow  
Public Safety Complex  
Building Committee**  
27 Elm Street, Plaistow, NH 03865



**PUBLIC SAFETY BUILDING COMMITTEE INFORMAL NOTES**

**MEETING DATE:** Thursday, October 15, 2015 @ 4:00 PM

**PRESENT:** *Chief Kathleen Jones, Chair, Chief John McArdle, Vice-Chairman; Sean Fitzgerald, Town Manager; Selectman, Barbara Kiszka, John Sherman, Selectman, William Baldwin, Emergency Management, Pat Schiavone Detective, Alan Brown of Dore & Whittier Architect's, and Dave Mermelstein, Dennis Heffernan*

**ABSENT:** *Tammy Bergeron, Bill Query, Julian Kiszka, Jack Paone, Michael Dorman*

**MEETING CALLED TO ORDER:** 4:00 PM.

***J. Sherman motions to approve the minutes of 8/12/15.***

***P. Schiavone 2<sup>nd</sup>.***

***All in favor, motion passes.***

S. Fitzgerald begins with a quick review of what has been transpired since the last meeting. The Board of Selectmen selected Trident as the OPM for the Safety Complex Project. Trident has met with Chief Jones, Chief McArdle, and Lt. Baldwin. They have looked at the work completed by Dore & Whittier and are pleased with what has been done so far. Next, we need to plan a timeline of activities including meeting with Project Team Members, staff and consultants. Then we need to discuss validation efforts, get information to the table and discuss options. The deadline for the Board of Selectmen to get a Warrant Article done is January 7, 2016.

J. Sherman inquires what the key milestones are.

S. Fitzgerald states getting the RFQ out so we can get the responses back in. Once we do, all the information will need to be analyzed and coordinated to move forward. That will also give a clearer idea of numbers which will be necessary for the warrant article.

D. Mermelstein states the RPP/Q is not finalized but it will be by next week so it can go out. Then we can move forward and start to get information to the public. He states having a Construction Manager on board to help develop pricing, get the information to the public, review specifications, and to bring in the numbers will help pass the Town Vote.

S. Fitzgerald states we are not bound by any RFQ until it's successfully voted on at Town Meeting. Discussion ensues. All types of construction will be reviewed and we should have a hybrid model of the construction.

S. Fitzgerald inquires with D. Mermelstein about validation.

D. Mermelstein states it involves a tremendous amount of work. Preliminary budget numbers are estimated by the Project Manager. Issues are discussed, reviewed, re-examined, point and

counter points are made. The site plan is looked at and all issues are discussed including the type of construction and materials used. Possible future expansion will be considered. Discussion ensues.

K. Jones inquires as to whom makes decisions regarding colors, concrete vs. wood, etc.

S. Fitzgerald states we will have a Building Committee who will meet often and be very involved with on site meetings, working with the design team and coordinating the project with the builders. This committee will be the decision makers.

A. Brown agrees and states this committee will also be involved with the decision making of mechanical and structural decisions. The whole committee makes all of the decisions.

J. Sherman requests a Critical Path Schedule be developed.

S. Fitzgerald agrees and acknowledges this will be done.

D. Heffernan inquires if there will be any cost to the Town before the vote. The answer is yes there is some cost. Hiring a Construction Manager at Risk helps to give the Town a guaranteed maximum price but there is a fee for the Construction Manager at Risk.

S. Fitzgerald reiterates a building will not be built if it does not pass a Town Vote.

Impact fees will be used appropriately following state rules. The impact fees will be used to support capital responsibilities, to refine the proposal/concept that will be requested at Town Meeting.

Bringing in a Contract Manager at Risk helps validate what has been done to date and for changes in design due to cost factors of material. Discussion ensues regarding how the project will be approached, whether to send out an RFP with a number or not, whether to include types of materials and specifications. It is noted that most projects that are not supported by a Town vote come down to money.

J. McArdle states we should have a list of activities, beginning with what has been completed on the list. He suggests expediting the hiring of a Construction Manager at Risk and limiting the list of RFP firms to 8.

D. Mermelstein states communication is key. They need to be much better at selling the project to the community. Need to engage the community, suggests a face book page just for the project, and get videos and slides out to the public.

D. Mermelstein discusses what can be done to get the project passed; an image of the building, specifications, a construction and project dollar figure, fire pond permit, site plan, and a list of the project steps that need to be completed.

D. Mermelstein states he will get the RFP/Q out next week.

The next Public Safety Meeting will be Thursday October 29 at 4:00PM. The agenda will be to discuss the Contract Manager Process and public engagement. We are requesting 2 hard copies and a PDF from the Contract Manager proposals.

S. Fitzgerald states the NH Municipal Bond Bank rates seem stable.

J. Sherman states to get the information from what Sandown just completed so when residents complain about money we can answer all their questions.

***B. Kiszka motions to adjourn.***  
***All in favor.***

**ADJOURNMENT:** Meeting adjourned at 5:30 pm.

Respectfully submitted,

Gayle Hamel  
Recording Secretary