



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



**PUBLIC SAFETY COMPLEX BUILDING COMMITTEE MINUTES**

**MEETING DATE:** Thursday, April 24, 2014 @ 8:30 a.m.

**PRESENT:** Chief Stephen Savage, *Chairman*; Chief John McArdle, *Vice-Chairman*; Sean Fitzgerald, *Town Manager*; Michael Dorman, *Building Inspector*; William Query, *Citizens Representative*; and Denis Heffernan, *Budget Committee Representative*

**EXCUSED:** Dan Poliquin, *Selectmen Representative*; Joan Marsilia, *Master Patrol Officer*; and Patrick Schiavone, *Master Patrol Officer*

**ABSENT:** Lt. William Baldwin, *Emergency Management*

**MEETING CALLED TO ORDER:** 8:35 a.m.

**PUBLIC COMMENT:** No public present.

**MINUTES:** None approved.

**AGENDA:**

**New Business:** Review and discuss proposals submitted in response to the RFQ.

Chief Savage informs everyone that he will be scheduling a date for all 5 firms to come in for interviews with the Committee. A PowerPoint was presented to the Committee of an Overview of Plaistow's RFQ for Design Services and Feasibility Study Evaluation Process. A general discussion was held regarding the PowerPoint including topics such as; expenses, recent projects completed by each firm, pros and cons of the firms, the future need to hire a Clerk of the Works, experience/history of the firms, and things to consider when rating them.

S. Fitzgerald briefs the Committee on the notes he provided in the PowerPoint which he believes will assist everyone when looking at the firms since they provide an overview of each one. Speaks about some ideas mentioned in the proposals, which the Town can do on its own. Also comments that some firms did not provide examples or reports. Stresses the need for the selected firm to have a "fit" with the Town. Asks all members to prepare notes on the evaluation tool he provided so he can review everyone's ranking and scores.

Chief Savage comments that the Committee will need to review each firm's proposal and will interview each firm and forward their recommendation of the top 2 to the Board of Selectmen.

Chief McArdle and other members comment that they have already gone over the firms and scored them. Chief Savage suggests everyone begin discussing their thoughts of each firm.



Chief McArdle comments on each of the 5 firms and why he scored them the way he did indicating concerns and strengths of each.

M. Dorman speaks about his scoring on some of the firms and why he scored them as such and indicates that he still needs to review them all again.

Chief Savage would like everyone to complete their evaluation tool score sheet so they can get an overall consensus of the Committee. D. Heffernan mentions that at this point he is not ready to rank the firms.

Chief Savage recommends completing the score sheets after the interviews, which was the overall consensus of the Committee.

Chief Savage goes over his scoring of the 5 firms, explaining why he scored each as he did.

S. Fitzgerald comments how he would like more information on HKT Architect's history with the Town and the work they completed in the past. Chief McArdle explains the volume of work HKT Architects did for the Town years ago on this project and how the project stalled for several years. S. Fitzgerald mentions the challenges the Town has faced financially over the past several years with the struggling economy. Chief Savage also provided a brief overview of HKT Architects and how years ago at that the time they were involved the Town was looking at an addition to the existing Safety Complex and not a stand-alone.

D. Heffernan comments on whether the Committee should review all 5 firms or reduce it down. S. Fitzgerald would like to give each firm an opportunity to speak and give the Committee a chance to ask them questions and hear about their past projects and give them an opportunity to explain how they can help us move our project forward.

Chief Savage suggests preparing a few questions for the firms such as how will they move our project forward to a confirmative vote. Explains the interviews will only be a half an hour each.

S. Fitzgerald will email everyone the PowerPoint for their reference.

D. Heffernan suggests having a specific list of 3 questions for all the firms to answer. Chief Savage agrees. D. Heffernan questions if they will be given the questions in advance. Chief Savage will include the 3 questions in the letter to them inviting them to the interviews. He will also note in the letter that there will be no presentations during the interviews.

**ADJOURNMENT:** Meeting adjourned at 10:20 a.m.

NEXT MEETING DATE – To be determined.

Respectfully submitted,

Sarah E. Gibbs  
Recording Secretary