

**TOWN OF CHESTER**  
**BUILDING COMMITTEE**  
**MINUTES**

*November 19, 2019*

**Committee Members in Attendance:** David Pisha, Kirby Putnam, Lee Gustafson, Matt Wilson, Dan Cook, Rick Cloud.

**Others Present:** Cathy Hasbrouck, Recording Secretary.

**Citizens Present:** Kevin Racek in Burlington and Ryan Gariboldi in Bennington, by teleconference.

**Call to Order**

Lee Gustafson called the meeting to order at 3:00 PM upstairs at the Town Hall. Kevin Racek had sent equipment list forms, a design and construction schedule and a timeline for the project, which had been distributed to the committee before the meeting.

**Agenda Item 1 Approve Minutes from the last EMS Committee meeting**

This item was addressed at the end of the meeting.

**Agenda Item 2 Citizen Comments**

No citizens had any comments outside of the items listed on the agenda.

**Agenda Item 3 Review Design and Construction Schedule**

Kevin Racek introduced Ryan Gariboldi who was participating in the teleconference from Bennington and who will be assisting Kevin on the project. Kevin listed the tasks he wanted to address during the meeting: review the design and construction schedule, look at space programming and begin to review equipment requirements.

Kevin Racek started by reviewing the Design and Construction Schedule he had distributed prior to the meeting. He noted the end date in 2021 and the bond vote date in November 2019. He said his office has started working on the construction drawings for the new Emergency Services building. He planned to meet soon with the Civil and Structural engineers and with the mechanical, electrical and plumbing engineers. All of the engineers need to gather the specifics on both the equipment that will be housed in the building and the supporting office machinery and furniture. He said the drawings will be complete enough by March to begin applying for permits.

Work on the drawings will be ongoing during the permit process. A preliminary package will be prepared for the bidding process so the bidding can start early. A finished package will be presented to bidders when the design process is complete.

Kevin Racek said the construction process is shown taking more than 12 months. Craig Jennings of Russell Construction had told Kevin he thought the construction process would take between 11 and 12 months. Kevin Racek said Russell Construction was in charge of that portion of the

project and they will refine the estimate as the project definition is clearer. The project end date for the Emergency Services building may be adjusted to May 2021.

Kevin Racek said the Public Works project is much smaller in scope. It will require about 4 months of drawings, a month for permits and 4 – 5 months for construction. If construction can start in February or March of 2021, the project will be finished in August or September of 2021. Kevin said he would be sending out an adjusted calendar in the near future.

Kevin Racek pointed out a planned overlap between the Emergency Services building project and the Public Works building project. Lee Gustafson asked Kevin how the Public Works building could be worked on if Fire and Ambulance are still in the building. Kevin Racek said the specifics will have to be worked out. Lee Gustafson asked if the Fire and Ambulance space in the Emergency Services building could be completed first, to allow the Fire Department and Ambulance Service to move to the new building sooner. The Police Department could stay where they are now in Town Hall and their space in the Emergency Services building could be done last. Kevin Racek said it might be a possibility. He wasn't sure whether the Vermont Division of Fire and Safety would allow a partially finished building to be occupied, but he will ask. Kevin Racek said this was more of a construction issue than a design issue. He brought this up to make the point that the goal is to have both buildings finished and occupied by the late summer or fall of 2021.

Kevin Racek turned to the more detailed schedule he had sent to the Committee members. He said this schedule's purpose was to list the specific tasks needed to move the project through design and drawings and into construction. He pointed out that in a month from the current meeting, around December 20<sup>th</sup> a revised cost estimate will be presented at a meeting. The cost estimate will be discussed and refined. This process will be repeated with the design development documents and the construction drawings. An updated and refined cost estimate will be prepared and presented to the project owners at a meeting. The estimate will be discussed and the next phase of the project will begin.

When the construction drawings are about 75% complete, a permit set will be issued and permits will be applied for. Bids will be sought at about that time as well. The goal to put the project out for bid is early April. Kevin Racek said the design-build contract enables this process to go forward even when all the specifications are not fully complete.

Lee Gustafson asked how long bids would be open. Kevin Racek said they would be open about 30 days. He said packages would be put out for bid. The site preparations would be a package, the foundation would be a package, etc. The packages will be released for bids as soon as they are ready.

Lee Gustafson asked who would choose the sub-contractors. Kevin Racek said it would likely be a combination of the Town of Chester and the design-construction team. He said the bidding process is open-book. The Town of Chester will be able to see whose bids were solicited and what the costs are. Lee Gustafson asked if the bid is by invitation only. Kevin Racek said he would e-mail the question to Craig Jennings and Craig could answer it. Kevin said the group has already discussed making sure Chester contractors are involved in the process and some vetting will have to take place.

Lee Gustafson asked if the bidders will be pre-qualified. Kevin Racek said he thought they will need to prequalify bidders. Matt Wilson asked why the bids will not be requested until the first

week of April. He felt that the project would be delayed by waiting so long to solicit bids. Kevin Racek said the site work can begin earlier than May if the construction drawings and bidding process goes well. The dates in the schedule are not rigid and will be adjusted as more information is available. He said the schedule will be published again with the work to be done by the different trades broken down.

Lee Gustafson said he thought he had a slightly different schedule from the one Kevin was displaying on the screen at the meeting. His schedule had more construction details. Kevin said he and Craig Jennings had revised the level of detail in the schedule since he had published the schedule Lee had received.

Kevin Racek turned to the equipment list form he sent out the previous week. He asked the departments to fill out as much of the list as they could. He said he and Ryan Gariboldi would assist the departments in filling out the details. Kevin Racek said he would be sending the equipment lists to his engineers and they would be using them to determine things such as how much power the equipment will require and where in the building the power needs to be delivered.

David Pisha asked if another meeting of the committee will be required to decide whether all the information is complete. Kevin Racek said he didn't think a committee meeting will be required. He and Ryan will be meeting separately with each department. They will photograph the equipment and note where the equipment is currently placed in relation to other equipment.

Lee Gustafson said he had received 3 copies of the equipment list, but the lists were very similar in format. Kevin Racek said that he wanted to make the point that each department would have its own list. He said he would spend as much time as he could with each department working on the list. Kevin requested cut sheets on the existing and any planned new trucks. He also asked for clearances required for each truck. He said that expanding the footprint in order to accommodate bigger than currently planned trucks could be possibly be a problem for the project. His goal is to have a complete list available early in December to send to his engineers.

Kevin Racek then discussed parking requirements. He said there were 28 spaces planned for the Fire Department and 13 for the Police Department. He asked if any spaces were needed for visitors. Lee Gustafson said visitor spaces were needed. The Committee settled on 4 – 6 visitor spaces.

Kevin Racek asked if pole lighting was needed on the site, if there were any town standard for lights. Cathy Hasbrouck said the town requires that any lighting be downward facing and shielded, and lighting be kept to a minimum. Lee Gustafson said there is a street light in the general area of the building. Matt Wilson said the departments want to use the area in back of the building for training exercises and possibly helicopter landings. Lighting mounted on the building will be required for that. Matt said a grant will be sought for the lights later, but the infrastructure for the lights is needed as part of the build. The lights would not be installed when the building is built.

The dog park was discussed. Lee Gustafson said the idea of a dog park came up spontaneously and the space behind the building seemed suited for that. It was agreed that a dog park would encourage visits from the public which could conflict with Fire and Police Department training, helicopter flights and other department business. The Committee decided against the dog park.

The Committee decided that all three types of service vehicles: patrol cars, fire trucks and the ambulance, needed access to the back of the lot. No parking or public access will be allowed in that area. Matt Wilson asked if the perimeter fence was included in the budget. Kevin Racek said it was not. Rick Cloud said the area behind the building could be monitored by a TV camera. The Committee decided against a perimeter fence. Matt Wilson suggested a fence may be appropriate between Brookside Apartments and the project and asked for a cost estimate. Kevin Racek said fences could easily be added after the building was completed. The Committee also decided that bicycle storage was not needed as part of this project. It was another item that could be added later.

The Committee discussed whether an exterior hose bib and drain was needed for truck washing. There would be drains in all three apparatus bays in the building. The water will go through an oil-water separator and then into the municipal sewer system. The Committee decided that an exterior hose bib and drain were not needed. Each vehicle will be washed in its own bay.

The Committee said the project should include putting in a lawn in front of the building, but no other landscaping should be included. Kevin Racek asked if the road to the back of the building needed to be asphalted. The Committee said it did not, it would be gravel.

Kevin Racek said he planned to discuss the equipment needs in the apparatus bays with Matt Wilson at a face to face meeting. Kevin Racek said he had planned on having plastic shower stalls in the bathrooms with a small changing area in front of each. The floor would be covered with ceramic tile with a small tile backsplash. The three areas of the bathrooms: toilets, handwashing and showers, will each have a floor drain. Kevin asked who would be cleaning the bathrooms. Matt Wilson said the Fire Department would clean the areas when it was needed, probably every 2 weeks. Kevin said the finishes chosen for the areas would change depending on who was cleaning and how often.

Kevin Racek said he knew that there would be both industrial and residential washers and dryers. Matt Wilson said the laundry room needed to be bigger than it had been drawn. He thought he could take space away from the maintenance room to make the laundry bigger. Kevin asked about mop sinks. Dan Cook asked for a sink deep enough to hold a mop pail and fill it. Matt Wilson thought a mop sink could be in the apparatus bay. Lee Gustafson asked if the hose bibs in the apparatus bays would have hot water. Kevin Racek said they could. Lee asked to have at least one hose bib with hot water in each of the three apparatus bays.

Kevin Racek said each office will typically have a desk and chair and a key to the door. He asked if cameras would be needed in each office. Matt Wilson said the fire officer's office will have 2 small desks. Rick Cloud said the current furniture in the police department will be moved to the new offices. Lee Gustafson said no sofas are planned in the offices.

Matt Wilson asked to have door 194 between the day room and the training room removed. He asked about the purpose of the large closet in the day room. Kevin Racek said he thought chair storage and pantry space would be needed there. Matt Wilson said cabinets above and below in the kitchen area would be sufficient. He wanted the wall space where the closet was shown to be available for chairs and sofas. The furniture will not be part of the project.

Matt Wilson asked if the Fire Department will be able to cook in the Day Room. Lee Gustafson read the list of items to be included in the kitchen: stove top, oven, upper and lower cabinets, refrigerator, sink, dishwasher, microwave, table, closet. Matt Wilson said the table should be

small, round, and seat 4. He did not want a dishwasher. Kevin Racek said he had to review the ANSUL system requirements and wanted to avoid putting one in if possible. Matt Wilson said the Fire Department hoped to raise enough money to buy a propane stove and oven. If they could not, they will use the electric stove they have. Matt Wilson said the Fire Department hoped to have spaghetti dinners and pancake breakfast for the public. They would want a four-burner stove for that.

Kevin Racek asked if the Training and Conference Room going to be open to the public after hours. Matt Wilson said there would always be Fire Department members present if the public was present. Kevin was concerned about having appropriate doors for secure access to public areas of the building. The Committee asked about the square areas on the drawing that were chases. Kevin explained that the chases were for plumbing and electrical service and their locations were not yet decided. Matt asked if the closet in the training room could be moved to the wall along the hallway.

Kevin Racek said he and Matt Wilson would review the Fire Storage area together. Matt said the Fire Department will buy racks for equipment after the building is complete. He planned to store tables, chairs and other furniture in that area when not in use. Lee Gustafson suggested that a door be placed to make it easier to put furniture away. Matt Wilson did not want to move the door.

Kevin Racek asked if the Ambulance storage area needed to be secure. Dan Cook said it did. Kevin asked if it needed special cages like the police evidence room. Dan said they needed one cabinet that could be secured. It doesn't need to be built in. The Ambulance Service can purchase that separately.

Kevin Racek said he would meet with Rick Cloud to see what an interview room and holding cell looked like. He asked Rick Cloud for a cut sheet about the bullet proof window. Rick said he would meet Kevin at the Royalton barracks or the Westminster barracks to see examples of interview rooms and holding cells.

Kevin Racek asked who would be in charge of the computer server. Rick Cloud said he had already started working with the consultant for the computer server. He said he would send Kevin the server consultant name, along with the name of the person who is handling the cameras for him.

Kevin Racek said the basement will be a single room. He asked how much storage was needed in that room. Lee Gustafson said he thought they would only need a couple of shelves. He said they will need a wall for inverters if the solar collectors are installed. Kevin asked for examples of inverters so that he could make sure enough room was planned.

David Pisha asked about communication towers. Would a special structure be required? It was noted that a tower less than 60 feet tall would not need guy wires.

Kevin Racek said the notes he took today will be sent to Craig Jennings and the committee.

Matt Wilson asked if speakers and radios would be wired into the building. Kevin said that equipment should be put on the equipment list he has asked for. If the departments had cut sheets for it, that would help.

Dan Cook said he needed a longer ambulance bay to accommodate the truck chassis ambulance which is 3 feet longer, but less expensive, than the van style ambulance in use now. He needed

space around the vehicle to be able to remove the cot while cleaning the ambulance interior when the ambulance is inside the building. Dan said he could not give up 3 feet of storage space in order to accommodate this. Kevin Racek asked for cut sheets on the current and proposed vehicles.

The video conference ended. The committee discussed when money for the project will be needed, and in what amounts, so the bond can be scheduled accordingly. David Pisha said he had spoken to Craig Jennings of Russell Construction that day. Craig said he was still gathering the information he needed to create a payment schedule. David Pisha did not have an ETA for the payment schedule.

Matt Wilson asked for more details about when and how the bond will be issued. David Pisha said he will tell People's Bank that the town has approved the bond, and will send the bank the payment schedule. The bank and the Town of Chester will make a plan to provide any funds needed before the bond is issued. The gap between the date the bond is issued and the early expenses for the project is filled by a variety of strategies and financial instruments. This was a point of confusion for Craig Jennings. David Pisha explained that by delaying the bond issue until it is closer to large outlays, the town saves interest on the full \$5 million of the bond. Lee Gustafson mentioned the email from Julie Hance which discussed this.

Matt Wilson moved to approve the minutes from previous meetings. Rick Cloud seconded the motion. No changes were requested. A vote was taken and the minutes were accepted.

#### **Agenda Item 5 Adjourn**

Rick Cloud moved to adjourn the meeting. Dan Cook seconded the motion. A vote was taken and the meeting was adjourned.