

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

*June 19, 2019*

**Committee Members in Attendance:** David Pisha, Graham Kennedy, Lee Gustafson, Matt Wilson, Kirby Putnam.

**Others Present:** Cathy Hasbrouck, Recording Secretary, Julie Hance, assistant to the Town Manager.

Citizens Present: Rick Cloud, Kevin Racek, Craig Jennings.

**Call to Order**

Lee Gustafson called the meeting to order at 3:00 PM upstairs at the Town Hall.

Kevin Racek was to be the principal speaker at the meeting and his arrival was delayed by traffic. While waiting for him, the committee chatted about developing costs for the Public Safety Building, which is the next step in the process. Kevin Racek's goal for the meeting was to confirm details about the building that would affect the cost figures.

Craig Jennings said Kevin Racek's firm, Centerline, had reviewed the plans for the building to be sure it was as simple as it could be. The review process confirmed the design. Craig said Kevin had done some work on the exterior design, particularly the front of the building to make it compatible with the town and the neighborhood. Craig said Kevin was currently working with the consulting engineers: mechanical, electrical and plumbing on the basis of design, and the civil engineers about positioning the building on the site. Craig said he would be able to start working on the cost estimate once the engineers had made a start. The costing process would require a few iterations before it was complete.

Lee Gustafson asked Craig Jennings if the Building Committee would receive a regular report about progress on the costing task. Craig said Kevin Racek would send him a report on a monthly basis and he would pass that on to the committee. Craig said he had asked the Kevin and the consulting engineers to immediately let him know if unexpected costs show up so they can be discussed by the committee right away and not be surprised at the end of the costing process.

Matt Wilson asked when the cost estimates would be complete. This led to a discussion about when the citizens' vote on the bond would be scheduled. Craig Jennings read from an email sent by Julie Hance that said the cost estimate should be presented to the Selectboard at their September 4<sup>th</sup> meeting. Craig said there would be a schematic drawing package to go with the cost estimate. Lee Gustafson said the public needs to see drawings of the proposed shell of the building. He hoped Kevin Racek could come up with that drawing fairly early in the process. Cathy Hasbrouck said that the project will need a permit from the DRB and there are requirements about the look of the building in the present bylaws that need to be considered. Kevin Racek arrived at this point and the agenda items were addressed.

**Agenda Item 1 Approve Minutes from the 4/25/19 Meeting**

Matthew Wilson moved to accept the April 25, 2019 meeting minutes. Graham Kennedy seconded the motion. There was no discussion. A vote was taken and the minutes were accepted.

### **Agenda Item 2 Citizen Comments**

Matt Wilson suggested that Police Chief Rick Cloud be appointed a full member of the Committee. He also asked that the Selectboard appoint Kirby Putnam to the committee to be the Highway Department representative now that Graham Kennedy is retiring. Graham Kennedy said he would continue on the committee after his retirement if the committee wanted him. No one suggested that Graham resign from the committee.

### **Agenda Item 3 Review latest design with Russell Construction and Centerline**

Craig Jennings summarized the discussion at the meeting so far to Kevin Racek. He told Kevin the committee would need presentation materials at least a couple of weeks before presenting the project and budget to the Selectboard on September 4<sup>th</sup>.

Kevin Racek said there are three meetings to be scheduled where he would help present the project and the reasons for spending what is proposed. He said his presentation would mainly be the backstory of the project, supported by pictures. He said it would be important to address the citizens who have expressed skepticism about the project early in the presentation and he hoped the committee could help him identify the concerns that will be raised by this group of citizens. He said he hadn't been involved in the project long enough to know many of the concerns expressed in the past. He said he planned to discuss the different spaces for the different departments, efficiencies of the plan and how it covers the needs that have been discussed since 2007.

Kevin Racek said the current building addresses needs that haven't materially changed since 2007 and in many ways the current building is quite similar to the building proposed in 2007. The question that has not been answered is whether Chester can afford the proposed building and to meet all the needs the building addresses. Lee Gustafson said there was a group of citizens who were heavily invested in the original project and who want to recognize the value of all the work done in 2007. There was a second group of people who were not in favor of the last building and who may look at the currently proposed building and be irritated because the new proposal is so similar to the last proposal.

Lee Gustafson thought the new design could be presented as using the best of both sides of the issue, recycling the work done in the past and adjusting it with an eye for present needs and issues. David Pisha said it can be presented as a building that no longer has 2 levels, and is no longer rated as a shelter for displaced people. The building would house the same equipment but more efficiently. Matt Wilson said that, given inflation over the 10 years since the last proposal, changes in health and safety requirements and innovations in engineering, the building has a reasonable cost. Graham Kennedy said using the land the town had purchased was another cost savings. Lee Gustafson said using the town's gravel will be another cost savings. He said it was important that the three departments, Ambulance, Fire and Police speak with the same voice. David Pisha said the town is being forced by the state to address the Town Garage problems and the new Public Safety building makes the rehab of the Town Garage building possible, saving the town a substantial amount of money versus building a new building for them. Matt Wilson said there will be questions about the flat roof and the architect must be ready to defend it.

Kevin Racek said that after the committee goes through his list of questions and changes at the current meeting, he will have the consulting civil, mechanical, electrical and plumbing engineers start work on the drawings that are the foundation for the cost estimate. Lee Gustafson asked if some upgrades could be put off into the future. Craig Jennings said yes, he and Kevin had discussed items that could be put off. He said the biggest item affecting cost was the square footage and he and Kevin wanted to review square footage requirements with the committee. Kevin said there were a lot of rooms in the Police Department, but the rooms were on the small side. He wanted to be sure all the rooms were actually needed and that they would be big enough to be functional. He said the meeting today would go over the list of items he saw as “quirky” to be sure they needed to be that way. He said his plan is to move quickly after this meeting in order to have the materials ready to present at the meetings with the public and the Selectboard in August and early September.

David Pisha asked whether a mid-plan update for the public from Kevin Racek was appropriate. Lee Gustafson said he wasn't in favor of that because the committee wouldn't be ready to answer every question before the final plan and cost figures are available.

Kevin Racek said he would be verifying information and decisions from the 2007 project at the meeting today and began the process. He said he thought the finishes suggested in 2007 were economical and appropriate. He said the biggest difference between today and 2007 was the siting of the building. This site will require more site work and money than usual. He said the plans for the building will not change much after the mid-point of the costing process unless the cost forces a cut to the square footage of the building.

Kevin presented copies of the old elevations of the building and proposed elevations. He said he wanted the public to feel this is a handsome building and not a maintenance garage. He felt the building should be more openly inviting, instead of looking like a warehouse or a Walmart. He proposed changes that will break down the mass of the front of the building.

Lee Gustafson asked if there was a cost to making the changes to the front and if there were any benefits beyond making it more pleasing to the eye and more human. Kevin Racek said there was no real cost increase, some changes cost money and some saved money. There were no other benefits beyond making the building more appealing. Matt Wilson asked what the space between the Fire and Ambulance sections was. Kevin said it was a bump out from the façade to provide a shadow line and break up the façade. Kevin said he and Craig have looked at the building as three pieces: a high bay for the fire equipment, a low bay for the Ambulance and a normal height area for the Police Department. The high bay will have a concrete base with metal walls will be less expensive and more energy efficient than the 2007 proposed masonry walls. The roof will be open-web trusses with an EPBM flat roof, similar to a Walmart building. The lower bay will have a concrete base with metal panels walls and steel structural elements. In the back-right corner will be the mechanical room below the main floor. The entrance to that area will be from the exterior only.

Graham Kennedy asked if the overhead doors for the fire equipment would be see-through as shown in the drawing. Kevin Racek and Craig Jennings said several materials were possible, but they preferred transparent material to let in light and community interest. Matt Wilson said he was concerned about the cost of transparent doors versus conventional panel doors. Several committee members said the panel doors will create a warehouse look, which wasn't wanted. Graham said the transparent doors were a positive for him. Kevin said he felt that any spare money should be spent on the public face of the building, where it could do the most good. Lee

Gustafson asked whether transparent doors could be deferred for a period. Rick Cloud said the Police Department sally port door on the side of the building should be a regular opaque door.

Lee Gustafson asked Matt Wilson whether the jut between the fire and ambulance portions of the building would have any impact on trucks getting in or out of the building. Matt Wilson said it would not. Matt recommended that one of the entry doors for the Fire Department that will be on the side of the building be made inviting to the public. Kevin Racek said he understood the need for such a door. Lee noted that a door on the side of the building toward the front would open into an equipment bay and asked whether the Fire Department wanted people walking into the equipment bay. Matt Wilson said most Fire Departments now have a buzzer entry system and the door would not be unlocked. People entering the building would be met at the door or tracked while in the building. David Pisha suggested that a door be added in the area between the ambulance and fire equipment portions of the building. The possibility was discussed but no decision was reached.

Kevin Racek said the issue of how the public will enter the building is an important consideration. Rick Cloud said he thought the public looking for Ambulance and/or Fire would enter via the door in the front close to the Ambulance office. Matt Wilson said people visiting the Fire Department will park along the side of the building with the fire equipment bays. A door on that side of the building that in some way signals, "Here is a public entrance" will be very helpful. Matt Wilson said there he saw some parking in front of the building for Police and Ambulance visitors, so those people could use the doors in the front that were planned for them.

David Pisha asked how people will know to park on the side of the building for Fire Department access. Lee Gustafson said that discussion could wait until the engineers site the building on the lot and plan the traffic flow and parking areas. Kevin Racek said a successful building is one without signs. The committee discussed the possibility of someone being in constant attendance at a reception area or otherwise available to allow people entry to the building. The committee concluded that an area at the front of the building should have a telephone that would connect someone to dispatch in the event of an emergency. It was also agreed that the plan for access to the building will not rely on someone being in the building 24 hours a day, and that each department will have an entry door to their space that welcomes visitors. Lee Gustafson asked the department heads to work out their department's after-hours access needs.

Kevin Racek showed a proposed floor plan for the building and went over a list of assumptions he has made as he worked on the building. He pointed to a storage area along the side of the building. Matt Wilson said the area was for were 25 gear lockers.

Kevin said the building code required him to have the same size service space for males and females. Matt said there are 2 or so women in the Fire Department and about 23 men. David Pisha asked if the women's locker room as drawn would be used by the women on the Ambulance Service as well. Kevin said it would be. It was noted that there were several women on the Ambulance Service.

Kevin said that the Police space needed to stay separate from the Fire and Ambulance. The only shared facilities would be ventilation and internet. He asked whether the 2007 specifications for the wall between the Police Department and the other departments, plywood and sheetrock, was still sufficient, or if the wall needed to be something more rugged, such as CMU block, stud and then dry wall. Rick Cloud said that prisoners will not be kept there for long periods, so floor to ceiling plywood and sheetrock wall would be sufficient.

Kevin Racek asked whether sound insulation was needed. Matt Wilson said the noise generated in the bays was the most disturbing to the rest of the building and the bays needed the greatest amount of sound insulation. Kevin said he thought the training room could use sound insulation as well.

Kevin Racek said occupancy sensors and photo cells to control lighting are still wise investments. He noted that LED lighting cost has dropped since 2007 and fluorescent and incandescent lights are no longer preferable. He will not be using them unless someone asks for them. The building will have an analog addressable fire alarm system, and a voice and local area network system. In 2007 a closed-circuit TV system with 9 active cameras and three spares was planned. Kevin asked whether that was still needed. The committee said it was. The details of cameras would be decided as more of the plans for individual rooms are finalized. Kevin Racek asked whether cable TV was still wanted. Lee Gustafson said it was a part of the internet service. Kevin Racek asked if the radio communication system and IT system was coming from the current building. Rick Cloud said it was.

Kevin Racek said there would be two 1,000-gallon LP gas tanks on the site for heat. The areas to be air conditioned will be the same as the 2007 plan, unless technology changes in the interim require some adjustments. Lee Gustafson asked whether radiant floor heat is feasible. Kevin said it was, though it hadn't been the plan in 2007. He and Craig Jennings decided to ask the engineers to look at the possibility of radiant floor heat. Lee Gustafson asked if air conditioning could be managed with a smaller system for the office areas and possibly the training room, and other areas added later if the need arises, instead of a huge system on the roof for the whole building. Kevin agreed that the plan was possible.

The committee agreed to install sprinklers in the building. They noted the existing water main can handle the demand and millions of dollars of equipment were at stake. Kevin Racek asked if there will be an air compressor. Matt Wilson said one air compressor will be brought from their current building and one will be purchased, as they currently use the Highway Department compressor, which they can't remove from the Highway Garage for some jobs. Matt Wilson said the Fire Department will be able to purchase the needed wall-mounted compressor. It would only need appropriate wiring for installation.

Kevin Racek asked what size of generator will be needed. In 2007, a 90-kW generator was planned. Lee Gustafson listed the items the generator should power: emergency lighting, doors, and communication. Graham Kennedy said the highway department currently uses a 15-kW generator. He admitted that is was the minimum needed, but he thought a 90-kW generator was excessive. The committee decided to wait for the engineer's recommendation.

Craig Jennings said a secondary heat source would be required and an exhaust system for the equipment bays would be needed. Rick Cloud said he needed to be sure the sally port door was ten feet high. Graham Kennedy said he had had to do some thinking about floor drains for the Highway Department re-fit. In the new State Highway building, there are no drains in the floor, the floors are simply pitched to drain the water out the door. Floor drains are complex and require a grease interceptor and a water separator. Rick Cloud said the sally port at the Springfield Police Department doesn't have a drain and the water from snow melting off the vehicles gets into the rest of the building. Kevin Racek said the equipment bays in the building will have trench drains and pitches to drain the water out of the bays. It was established that the Fire Department will need a wash bay for winter use. Matt Wilson said he would prefer not to be limited to one bay for washing. It was established that the concrete base of the bay will be tall

enough to keep the base of the wall out of the water. Craig Jennings said Lee Gustafson's suggestion of FRP wall panels was doable and that would eliminate the problem with water. The exterior perimeter walls will be metal panels. The FRP plastic walls would work for the interior walls and could be put over the metal panels on the exterior walls.

Kevin Racek asked who would be cleaning the facility. No one admitted to having responsibility for cleaning. Kevin asked what kind of flooring would be wanted. Rick Cloud and Graham Kennedy said they didn't want carpet. Matt Wilson noted that Tom Knockenhauer had offered to provide flooring. Craig Jennings suggest that vinyl composition tile would be a good type of flooring which cost about \$2 per square foot. He also suggested luxury vinyl tile at \$5 - \$6 per square foot.

It was agreed that Craig Jennings would discuss the area to be covered, the possible materials and cost with Tom Knockenhauer. Craig said the equipment bay floor, the ambulance bay floor and the sally port floor would all be sealed concrete. Rick Cloud said the processing area would also be sealed concrete. Matt Wilson said the training room should be carpet. Craig said commercial grade carpet tile would be appropriate in that room. Lee Gustafson said carpet in other areas could be added later as an upfit.

Kevin Racek said he planned to have acoustic tile for all the ceilings except in the secure areas. Walls would be painted and the base molding on the walls would be vinyl. Rick Cloud said Department of Correction work crew could paint the walls. Craig Jennings said he would include the cost of painting and flooring in the bond estimate and if the bond passes, townspeople and others may donate materials and/or labor which will reduce the cost. Matt Wilson said a painter on the Fire Department would also give the project a good deal on painting. Craig Jennings said it was important to reach out to local people for services such as painting.

Kevin Racek said the 2007 plan called for ceramic tile in the bathrooms. Matt Wilson said some kind of plastic material with no seams would be less expensive and easier to clean.

Kevin Racek asked how much furniture was planned for the offices. He needed to be sure the offices were big enough to fit desks and chairs as needed. Rick Cloud said the police officer's rooms would have built-in desks, the same units that are in the state police barracks.

Kevin Racek asked about the fire storage portable racks indicated on the plans. Matt Wilson said he thought it would turn out to be a lot of open shelving. He hoped there would be enough room on the bay floor for the extra hose so the shelving units could be used for other things. Kevin asked Matt to send him the specifications for the shelving unit he likes the best. Matt said he would prefer to have an open room for storage so that he can fit shelves in as he needs and finds resources to build them. He said it would be good if he can screw into every wall in the storage room.

Lee Gustafson asked if all the walls must be covered with sheetrock. He suggested that the storage rooms not have drywall at all, just plywood. Kevin Racek said he needs to do code analysis now that the plans are more settled. The code analysis will show where drywall is required.

Kevin Racek went over the appliances to be installed in the day room: sink, refrigerator, gas cooking stove, microwave, built-in donated coffee maker. The room will also have a couch, recliners and lamps. Craig Jennings said a vent hood will be needed if the stove creates greasy vapors and a commercial vent hood costs about \$15,000. Matt Wilson said he hoped to start community breakfasts and dinners using that kitchen and a vent hood would be needed. Matt

Wilson said he would apply for a permit but would not buy the equipment as part of constructing the building.

Kevin Racek asked about conference room furniture. The committee said it would use whatever they already had on hand. He asked about furniture in the Police patrol room. Rick Cloud said they would be using built-in desks like the new furniture the state police has at their barracks. Matt Wilson said a small desk was needed for the community radios with a source of power nearby.

Kevin Racek said that at his next meeting with the mechanical, electrical and plumbing engineers, they would work with the base of design drawings and the site plan. He asked how many cars he should plan parking for.

Lee Gustafson asked what plans Kevin Racek and Craig Jennings had for energy savings. Lee felt it would be wise to build in a conduit from the roof to the mechanical room to accommodate possible solar installations. David Pisha said the cost of solar had fallen since 2007. Graham Kennedy said the town could get grants for solar panels. Lee said a solar powered battery system could be installed to back up the generator. This was the end of Kevin's questions on the Public Safety Building.

Graham Kennedy asked the committee to discuss progress on the Highway Garage. Craig Jennings said he had sent a cost analysis to Graham and others. Graham said he had spent some time looking at it. Graham said that since the Highway Garage will be part of the bond vote those costs need to be nailed down as well.

Craig Jennings said the committee needs to make a decision on whether to re-side the exterior of the building. David Pisha asked if the committee needed a meeting to go over the details of the Highway Garage like the meeting held that day for the Public Safety Building. It was decided that Craig Jennings will add the cost of new siding, new doors and paving to the cost package for the Highway Garage and resend it to the committee members. A meeting to discuss the Highway Garage costs will be held if the committee members feel it is necessary after studying the cost document.

#### **Agenda Item 4 Adjourn**

There being no further business to discuss Matt Wilson moved to adjourn the meeting. Graham Kennedy seconded the motion. A vote was taken and the meeting was adjourned.