

TOWN OF CHESTER
BUILDING COMMITTEE
MINUTES

January 21, 2020

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

Others Present: Cathy Hasbrouck, Recording Secretary.

Citizens Present: Butch Stearns

Call to Order

Lee Gustafson called the meeting to order at 3:45 PM in the Town Clerk's office.

Agenda Item 1 Approve previous minutes

Matt Wilson moved to accept the minutes from the November 19, 2019 meeting. Dan Cook seconded the motion. There was no discussion. Lee Gustafson thanked Cathy for thorough minutes. A vote was taken and the minutes were accepted as written.

Agenda Item 2 Citizen Comments

Butch Stearns introduced himself, and offered his considerable experience as a project manager in whatever capacity might be useful to the Building Committee.

Agenda Item 3 Review Recent Discussion with Architect

Cathy Hasbrouck distributed copies of the memo from David Pisha to the Committee members outlining issues discussed with the project architect, Kevin Racek. Lee Gustafson began the discussion with the information that the current survey of the site is 18 inches lower than the survey taken a decade ago. As a result, the building will need to be raised about 1 1/2 feet. This would result in a 2% slope down from the street. More fill will be required and no estimate for that additional fill has been made. Lee Gustafson suggested that by not digging down as far for the slab on grade, some of the additional fill will not be needed. The 2% slope will make it easier for trucks to get in and out and changes the drainage need from a trench drain to three catch basins. The concrete apron would shrink from 35 feet to 5 feet. Matt Wilson asked why the larger area of concrete had been planned earlier. Rick Cloud suggested that concrete was needed wherever the trucks would be sitting. Since they will be washed inside the bay, they would not be sitting outside for any length of time, and the area in front of the building could be asphalt. Both the drains and the smaller area of concrete will bring significant savings. Cathy Hasbrouck distributed copies of the site plan drawings from the Development Review Board packets to give context for the discussion.

David Pisha said that the architect wants to begin having regular meetings with the committee to catch needed changes early before they become costly. Kevin Racek offered to attend the meetings in person if necessary. Matt Wilson asked if it will cost more to have Kevin attend the meetings in person. Lee Gustafson was not sure about the cost, but he knew that Kevin could not work on the project while he was driving from Burlington to Chester. Lee hoped that a

conference call or other electronic connection would be possible. David Pisha said he thought Kevin had had trouble with video calls in the past, but David believed a conference call could be effective.

Lee Gustafson continued to read the next issues listed in the memo.

- Sidewalks are being rethought and reduced since they are now not seen as necessary
- There are 25 parking spots on the Fire Department side of the building
- There are 7 parking spots on the police side of the building

Lee said he, David and Kevin had discussed having a couple of parking spaces for visitors, but it was not clear where the spaces could be put. Lee said he thought that most of the visiting would be for the Police Department and he thought a parking space or two could be found. Rick Cloud said the only time the seven spaces planned for the Police Department would be filled would be for an evening meeting.

Cathy Hasbrouck asked whether cars could go through the gate shown on the Pleasant Brook side of the building and park in the back. Lee and Matt said there would be no gate. Rick Cloud said the road would not be paved, either. Lee said there would be no public access to the back of the building. Matt Wilson asked about the statement that the access road would not be paved or graveled. He asked what it would be if it isn't either of those. Lee said the area was already gravel. Rick Cloud said a road with compacted gravel was not going to be built. Lee said the original plan was to have a ramp to the back of the building with a turnaround spot of compacted gravel. He said that idea was discarded because if there is more than an acre of paved area, additional permits will be required, which would be expensive.

The road in question is shown on the site plan on the Pleasant Brook Apartment side of the lot, at the back of the parking lot. It curves around the building and extend about half the length of the back of the building. Matt Wilson said the road had been changed from the original idea of perpendicular to Pleasant Street because the utility room under the building was moved closer to the center of the back wall. This was done to make running utilities throughout the building easier. Lee said moving the utility room was one reason for changing the road. Another reason for moving the utility room and the road is that the access ramp to the building was somewhat in the way of putting a door on the lower level of the building at that corner. There was no cost associated with moving the utility room and the door to it.

Kevin also had told Lee and David that the original space planned for storage could still be kept, along with the new area for utilities without increasing costs. Lee said he was concerned about keeping the underground area dry. He said a heat pump water heater could act as a dehumidifier and provide hot water. He said he had such a heater at his own house and found it was important to use enough hot water to keep the device running. He suggested the Fire Department might wash their trucks with hot water.

Matt Wilson said he thought the additional storage would be a good idea if it didn't cost any more. Lee suggested double doors opening into the space to allow pallets to be brought in. No one wanted windows in the utility and storage area. Matt and Rick Cloud agreed that the Police Department could use more storage space. Lee Gustafson could not quite remember the proposed size of the extra space, but gave an estimate of 10-12 feet wide along half of the back wall.

Matt Wilson asked about the guard rails shown along the outer edge of the Fire Department parking lot. He didn't want them. Lee Gustafson agreed. If the guard rails are needed, they could be added later, possibly by the Highway Department. Lee said landscaping would be required by the Development Review Board. Matt Wilson pointed to an area at the front of the lot near Pleasant Brook Apartments. He said eventually the Fire Department would like to have a memorial there and would like an electrical conduit run from the building to that place so power could eventually be put there. Lee pointed to the area where utilities will have a trench and said he thought an extra conduit would not be a problem.

David Pisha said Scott Wunderle, who will be doing the landscaping, asked to hear if the departments had any ideas about trees or picnic tables. Rick Cloud said he would like a flag pole near the building on the east side near Route 11. David Pisha advised him to speak to Scott Wunderle. He also said Kevin Racek will also want to know about these plans.

Matt Wilson asked if there was regular access to roof, so that a flagpole could be put on the roof. Lee Gustafson said there was not any easy access. Rick Cloud suggested that the 60-foot tower the town has after the cell tower was replaced could be installed behind the building for radio communications. It would not need guide wires and would not need to be attached to the building. It would need a concrete pad and conduit for electricity and other wires. The north-east corner of the building near the Police Department was chosen as the best place. Lee asked Dan or Rick to take a picture of the tower's former pad and send it to the architect so the specifications could be drawn up.

Lee Gustafson returned to the memo from David Pisha. The next two items to be considered were reconfirming the number of Fire Department vehicles and their size, and the moving of the front wall with the garage doors forward 3 feet. Lee Gustafson was surprised by the change in the footprint of the building. He was concerned about the potential cost increase for 3 more feet across the width of the bay and the fact that the footprint of the building was still not settled. Matt Wilson said the earlier plans had shorted the bay. It was clear there had been confusion about this for some time. They discussed the length of the trucks and the bay. The current trucks are 32 feet long. There are standard chassis trucks that are 36 feet long. They concluded that the new bay size of 75 feet is adequate and appropriate.

Lee asked whether the proposed single pole in the center of the vehicle bay, which will reduce the cost of the building significantly, would pose a problem for space in the bay. Matt Wilson said they could work around it. Rick Cloud said there would be many uses for a column like that. Rick Cloud asked if the extra three feet in the bay would have an impact on cost. Lee said that was yet to be explored.

Lee Gustafson asked if the 2 trench drains proposed for the equipment bay were sufficient. Matt Wilson said he thought one drain could be enough if the floor was slanted in a V. Since he didn't have any information about the floor elevation, he couldn't make a judgement. He said that 2 drains would be enough. Lee Gustafson noted that no coat closets are planned. He said coat hooks could be placed on the walls in the training room or there was a storage closet that could be used for coats. Matt Wilson said coats are usually put on the chair backs and he felt this issue was being over-thought. He did not want coat closets or racks.

Audio Visual needs in the training room were discussed. Matt Wilson said the Fire Department had a screen. It was 6 or 8 feet wide and needed an electrical outlet. Space to set up a projector and wiring for audio are also needed. David Pisha said he thought Kevin Racek was asking

about a permanent set up that would not have to be put up and taken down each time it was used. Matt Wilson said they want a space for a computer and a projector. The Fire Department has both the projector and the screen. They needed audio speakers or wiring for them. The speakers could be added later. Matt Wilson said the room should be carpeted. Lee asked if the ceiling would have acoustical tile. Matt Wilson wanted to know what options were available. Lee said he knew dropped ceilings would be in all the hallways, training rooms and offices, but not in the apparatus or ambulance bays. Some ceilings in some offices would be dry wall. Matt Wilson said dropped ceilings make it easier to accommodate changing technology. Butch Stearns said dropped ceilings are cheaper than dry wall, especially when you use a reasonably priced tile such as Armstrong Second Look. The Committee was glad to hear that. Matt and Lee both acknowledged that the ceilings could be installed later if money was an issue.

Lee Gustafson asked about a PA system for the Police Department. Rick Cloud said that was being handled as part of the phone system. He also said camera coverage and door locks had been worked out. Rick asked Dan Cook and Matt if their departments would be placing cameras anywhere, because the system the Police Department is considering doesn't have capacity for many more cameras. If more than 12 cameras are needed, it would cost another \$1,000. Matt Wilson said he only wanted cameras on the access point of the building. Rick said those areas are covered. Dan Cook said the Ambulance Service doesn't have drugs that need watching or any other need for cameras.

Rick Cloud asked whether the Ambulance or Fire Department was going to have card keys. Dan Cook said they would not. A combination lock at the door was sufficient. Matt Wilson said the Fire Department wouldn't want card keys either. He said they were considering a combination lock that would allow each person to have their own code. He said it was easier to manage changes in membership and staff if each person has their own code.

Dan Cook said he'd like speakers for the radio system in the ambulance bay, computer room and the office so that it can be heard wherever the staff is working. Dan said he had spoken to Kevin about that. Matt Wilson said the Fire Department had also given Kevin a list of places they wanted speakers for the radio.

Lee asked whether the Ambulance Service had planned a phone system. Dan said they had just installed a new system from VTel and were planning on taking it to the new building. Matt said Kevin Racek had not specifically asked about phones. Dan said he assumed there would be phones in the offices, bays and training room. Lee Gustafson asked Dan, Rick and Matt to make a list of the locations where phones should be. David Pisha asked that the lists be sent to him or Lee so they could keep track of them.

Rick Cloud said that when the town set up its computer server, the Police Department was part of the project. VTel set up wires to isolate the Police Department server, which must be locked. Lee said Fire and Ambulance would have space on the town server via a network connection. The Police Department server would be in the new building. Matt Wilson said the new building would need wireless access points and he had sent a note to David about it.

Dan Cook had to leave at this point to go on an ambulance call.

David Pisha said the committee should make a plan for getting together on a regular basis. The group decided that biweekly meetings on Tuesdays at 3:00 PM would be good. The next

meeting would be Tuesday February 4th and the following meeting would be Tuesday, February 18.

Agenda Item 4 Discuss Upcoming DRB Hearing

David Pisha said Kevin wanted all the chiefs to attend the DRB meeting which was scheduled for Monday, January 27, 2020 at 6:00 PM. The site visit will take place the same day at 4:00 PM. Attendance at the site visit is not mandatory.

Matt Wilson asked how big the building now on the property was. He wondered if it could be moved to behind the new building so the Fire Department could use it for training. The building has two floors. Cathy Hasbrouck said there was a building on the Austin Antiques property that SEVCA did not want. It had arrived on a trailer and might be another building that could be used for training. David Pisha said he would research what needs to be done to move the building on the Pleasant Street property to behind the new building.

Lee Gustafson asked if Kevin Racek would be attending the DRB hearing. David Pisha said he was, but that Brian Lane-Karnas, PE would do the bulk of the talking. David said Kevin wanted the chiefs there to represent their departments. David will be attending to introduce people and represent the town. Kevin will speak if necessary. Rick Cloud asked if Kevin would be attending the site visit. If so, the Committee could meet with him between the site visit and the hearing. David Pisha said he could ask Kevin if he would like to do that.

Agenda Item 5 Adjourn

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