

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

*February 11, 2020*

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

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

**Citizens Present:** Scott Wunderle, Kevin Racek via telephone.

**Call to Order**

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

**Agenda Item 1 Approve previous minutes**

This item was postponed to later in the meeting as the recording secretary had not arrived yet.

**Agenda Item 2 Citizen Comments**

There were no comments from any citizens.

**Agenda Item 3 Review Design Details with Architect**

Kevin Racek had a list of items to review. The first was a double-shell acrylic dome skylight he proposed for the junction of the Fire Department halls. It was not essential to the design, and it could be left out as a possible value engineering item, but he felt it was worth including at present.

The second item on the list was a type of entry mat and metal grid at the entrances that scrapes dirt and snow off footwear and drops it into a depression in the slab below. The moisture scraped off evaporates over time. The dirt is cleaned out of the depression occasionally. Kevin Racek said he thought it would keep the building much cleaner and reduce wear on the floors. He said most of the floors will be colored concrete. He said there are different grades of mats and a lower grade may be chosen to save money.

Lee Gustafson asked if the mats go at the vestibule doors only. David Pisha asked if it would be at the sally port. Kevin Racek said the mats would not be in the equipment bays or the sally port, only at the vestibule doors where there will be foot traffic.

The third item on the list was plumbing and lighting fixtures. Kevin Racek said he had sent information about them to the committee members about 10 days ago. He is currently reviewing these items now with the prospective engineers and asked for comments on them. Rick Cloud said he had looked at them for the police department and liked them. Kevin said he felt the engineers had done a good job choosing fixtures. He said that both holding cells will be ADA compliant. Both will have grab bars.

The fourth item was built-ins for the police department. Kevin Racek asked Rick Cloud for information about the built-in furniture they had looked at in the Westminster barracks. Rick Cloud said the police department would be getting simple desks with two locked drawers. He

would not be getting custom-built furniture in the patrol room. Kevin said he assumed there would be no built-in shelving. Rick Cloud said that was true, except in the processing room where everything would be secured. Kevin said the seats in the holding cells would be secured as well. Rick Cloud agreed.

Item 5 was countertops. Kevin Racek said the countertops in the patrol and day rooms would be classic laminate on a plywood base. Laminates are adequate for the job and inexpensive. The committee agreed it was a good choice.

Item 6 was the generator. Kevin Racek asked which items would need to be on the generator. Matt Wilson said all the bay doors for the Fire Department and Ambulance, some lighting in the equipment bays, drop cords in the bays to plug the vehicles in when they are parked, radios, computers, heat and hot water.

Lee Gustafson asked if emergency lighting would be present in the building, separate from emergency power supplied by the generator. Kevin Racek said it was required. Lee asked if the emergency lighting would be sufficient for the building to work in an emergency. Matt Wilson said emergency lighting is powered by batteries, which have a limited life, and they weren't enough to enable people to work in the building.

Lee Gustafson asked Kevin Racek what the electrical load will be for the building. Kevin said he didn't know yet. He had discussed it with the engineer on Friday, and the engineer was calculating the load. The biggest requirement was the compressor for air packs. It requires 3-phase power. Lee Gustafson asked Matt Wilson if the compressor would be needed in an emergency. Matt said it would be needed if the emergency lasts longer than a couple of days.

Kevin had a list of six items he knew to be essential. They are illumination of means of egress, directional signage, fire detection and alarm systems, emergency communication systems, task lighting, battery chargers, receptacles and auxiliary fire systems. He asked the committee to send David Pisha an e-mail if they knew of any other equipment that needed to be attached to the generator. David would send the e-mail on to him.

Dan Cook said he had spoken to the radio technician who told him remote heads do not function well if they are over 50 feet away. Each department will need their own radio with a remote head for each. Kevin asked each chief to look at the equipment list and note items that need to be on the generator.

Kevin discussed the Police Department server, which is part of the town's server infrastructure. Rick Cloud said they had just purchased a sub-server for the Police Department, were currently using it and planned to move it to the new building.

Item 8 concerned uninterrupted power supply systems for the computers. Kevin Racek said his electrical engineer had recommended that each piece of computer equipment have an individual UPS backup system. Rick Cloud said that they have them now, including one for the server.

Item 7 was the emergency generator. Kevin Racek said it would be installed outside, north of the mechanical room door on a concrete pad. It would have a sound-dampening housing. The committee suggested that the generator run on LP gas, as there would be a tank already present on site. Lee Gustafson said he had had problems with several Generac generators in his business over the past year and asked that the generator not be a Generac. Kevin Racek made that note.

Item 9 was infrastructure needed for helicopter lights. Lee Gustafson said a two-inch PVC pipe running from the mechanicals room up to the roof would be sufficient to run power to lights if a helicopter landing area is built in the field.

Item 10 on the list concerned a roof-mounted water tank to quickly fill tank trucks. Kevin Racek said his structural engineer had told him some fire departments favored that way of filling a truck. Matt Wilson said he did not want a tank on the roof, but he did want a high-volume water outlet in the bay to fill the trucks with. It could be near the post or near the bathroom plumbing. Matt Wilson said he knew the fitting on the current line was a 2 1/2-inch fitting. The committee agreed that the high-volume outlet should be a 3-inch line.

Item 11 on the list was the hose drying rack. Kevin Racek said originally the plan was to re-use the existing rack, but Craig Jennings had said refurbishing the rack to make it last another 50 years would be more expensive than buying a new rack. Matt Wilson said he was not opposed to the new rack Kevin Racek suggested. He said it needed to be the same size as the rack they had now, it had to have three tiers, and the two upper tiers had to fold away. Kevin Racek said it was also possible to weld pipe to the columns supporting the roof and attach wire mesh to them. Matt Wilson said he didn't object to pipes and mesh either, as long it was the same size. David Pisha said longevity should be considered when the rack is chosen. Kevin Racek agreed to get prices for the suggested alternatives.

Item 12 was the radio antennas. Dan Cook explained that the radio expert had looked at the tower they were thinking of using and decided that it would need guy wires and it wasn't suitable for the purpose. The expert proposed roof-mounted antennas 10 or 12 feet high, which would not exceed the height limit in the bylaws. He also said the antennas would need to be at least 10 feet apart to avoid interference. Dan thought each department should have its own antenna. Kevin said he would need a cut sheet about this very soon so he can be sure the roof can support the antennas and has the appropriate mounts.

Dan Cook said the antennas should be as close to the radio they serve as possible because the cable running from the radio to the antenna is very expensive. Kevin Racek asked for the lowest possible antenna height so as not to exceed building height limit in the bylaws. He also needs the precise location on the roof.

Kevin Racek said he would like to meet 2 weeks from the current meeting, Tuesday February 25 at 3:00 PM. He said he will have exterior elevations to show, exterior panel material samples and door information. He hopes to finalize the exterior elevations. He will be attending the meeting in person in Chester.

Lee Gustafson noted that, according to Matt Wilson's e-mail, there will be a phone on the north side of the apparatus bay. Lee asked if a phone on the south side would be a good idea so people won't have to cross the bays to answer the phone. Matt Wilson said he thought having any phone at all in the bay is a luxury they don't have now. One phone will be enough.

Lee Gustafson asked if an internet connection in the day room would be helpful. He noted that the building would have wi-fi, but thought a wired connection in the day room was called for. Rick Cloud said that anywhere a phone is will have an internet connection as well.

Kevin Racek said he needed to check the scope of work for cameras and other communication equipment to be sure everything is covered and the person Rick Cloud is working with has successfully communicated his plans to the engineers who are handling the wiring.

Dan Cook said he had spoken to Tom, the camera expert handling the Police Department. Dan said wanted the full-time ambulance person who works days to have a camera view of the entry door. Kevin said the ambulance and police reception rooms both have bullet proof windows and walls to protect the staff.

Lee Gustafson said the last e-mail he had from Kevin Racek was February 4<sup>th</sup>. He asked if that was correct. Kevin said he thought it was. Kevin and Lee decided that Lee would be copied on e-mails being sent to David Pisha to ensure he is aware of what is being discussed.

Matt Wilson asked about the signage on the building. He wanted it to be discussed in a meeting, not in a casual conversation. Kevin said the proposed sign above the canopy could not be lit because of the bylaw sign requirement that lighting sources be shielded. Matt Wilson said he wanted lights on both sides of the signs for the Police Department and Fire Department. Lee Gustafson said there would be smaller signs marking the Police and Fire Departments and the Ambulance Service mounted on the building near the department personnel doors.

Kevin Racek confirmed that the department signs would be under the canopy. The signs would be lit by the canopy lights above them. He said the granite sign will be placed in front of the building and the Town of Chester sign made of single large metal letters would be above the canopy. Lee Gustafson asked if the granite sign would be lighted. Kevin Racek said he didn't know. Lee Gustafson asked for a conduit that would run from the building to the granite sign site to eventually allow a light to be installed. Kevin said he didn't have a location for the granite sign yet. He was hoping Scott Wunderle would address that later in the meeting.

Matt Wilson asked if the sign above the canopy could read Chester Emergency Services, and not just Town of Chester. He felt that the fact that this was an emergency services building was more important than the already obvious fact that this was the town of Chester. Dan Cook asked why there would be a sign saying Town of Chester if the larger signs designating Police Fire and Ambulance were removed and the granite sign would be in place. He asked if that could save some money. Matt Wilson said the granite sign was pretty small.

Kevin Racek said the reason the drawings of the buildings originally had department names for each section of the building was to help people seeing the proposed building for the first time understand where each department was located in the building. He never intended to leave those signs in place. He said he proposed the Town of Chester sign in an attempt to get away from the car dealership motif and to express civic pride. Lee Gustafson asked how simple it would be to add signs after the building was constructed. Kevin Racek said it could be done and it generally was more expensive to retrofit a sign.

Lee Gustafson suggested continuing the discussion without Kevin present and letting him know the decision within a couple of days. Kevin Racek agreed to that plan.

#### **Agenda Item 4 Review Landscape Proposal**

Scott Wunderle gave a history of his involvement in the project. David Pisha and Scott Wunderle had asked him for a landscaping proposal a month or two before. Scott had taken some pictures of the site when the snow was mostly gone, studied the site plan and sent out a proposal. Kevin and David then invited him to speak to the committee to share what he does and to explain how this kind of planning could add value to the project or set it up for amendments to

the building later. Scott said he realized that the budget at present might only allow for preparing ground for landscaping at a future date as part of the site work.

Scott showed images of some residential projects he has done that have a strong decorative element. The projects have won several awards. He also showed a residential project he has done on a site similar to the Pleasant Street site, with a large house on a steep slope.

During his presentation Scott pointed out that very few citizens will actually ever enter the building. Their experience of the building will be the exterior, and the building will be seen frequently because it is on a main thoroughfare. He also said that construction work can be managed to make the landscaping less difficult when the building is complete.

He discussed the current site plan. He noted that there would be steep areas near the boundaries because of the fill being brought in. He said that the pines between the project and Pleasant Brook apartments might be smothered by the additional fill. The same was true on the other side of the property where grading will come very close to some sugar maples. He suggested that the trees be examined now to determine how healthy they are and any trees that need to be removed should be removed before site work begins. He said it was possible to protect the root systems of the trees that will be kept.

The second point Scott raised is that the drain from the project roof and parking lot empties onto the lot close to the drain from Pleasant Street. The two drains are also close to the Pleasant Brook dumpster. He was concerned that the two drains together could create a wet spot.

The third point was that there is a pinch point in the driveway and parking area in front of the Police Department. He realized that the state favors a single curb cut for a building, but he thought that a separate curb cut would be appropriate for the police vehicles and the sally port. He thought the police and ambulance traffic would clash, as the ambulance would be turning around to back into its bay directly in front of the police department. The dumpster being placed not far from the police department front door adds to the congestion in that area. He wondered if the dumpster could be placed somewhere else on the lot.

He pointed out that he propane tank could be covered in snow plowed off the driveway during a snowy winter. He suggested it be moved closer to the property line to leave more room for snow storage.

Scott suggested that there be some room left near the Fire Department and Police Department personnel doors for people to gather and chat outside. He said the areas along the road where planting would be possible must have low growing plants so as not to interfere with sight lines for traffic leaving the property. He pointed out some areas near the building which could have plantings.

Scott suggested that appropriate planning could minimize the disturbance during construction. He thought the silver maple growing on the land should probably be removed. It is a quick growing plant and its eventual size will not be appreciated. He said the pine trees at the edge of the property bordering the Pleasant Brook apartments should be evaluated to see which will survive the fill that will be brought in. Those trees that will not survive could be removed before construction begin. The gaps could be filled in with a lower-growing understory plant that will screen vehicle headlights. The pine trees present now naturally lose their lower branches over time and are not effective headlight blockers. The understory could be planted whether trees are removed or not.

Lee Gustafson asked whether Scott Wunderle was available for work now. Scott said he was flexible. He had some projects lining up. He thought he could make time to develop the needed drawings. Lee Gustafson said the budget for the building is still being developed and no one was sure how much money would be available for landscaping. He said he would look for other sources of funding for this. The committee agreed that Scott's insights were very valuable and it was worth the trouble to find some way to get his ideas incorporated into the project. They thanked Scott for his efforts.

During Scott's presentation, Matt Wilson had to leave for a fire call. The committee turned to the January 21 and 27 minutes. Dan Cook moved to accept the minutes. Rick Cloud seconded the motion. No changes were requested. A vote was taken and the minutes were accepted as written.

The signs were discussed. Lee Gustafson said the building needs the word Chester on it. Dan Cook asked whether, given that the granite sign was at the street with a light, and the departments had their individual signs under the canopy, is the large Town of Chester lettering needed? Lee Gustafson said the most important reason for a sign is to show people where to go. He felt the signs under the canopy accomplished that. The committee also noted that the Town of Chester letters could be smaller to possibly save money.

The committee discussed the placement of the propane tank that Scott had brought up. They wondered if the tank could be moved closer to the property line as Scott had suggested. They believed they could get the town's bucket loader to clear the tank of snow if that became a problem.

The committee also discussed the proposed dumpster. They noted that there was no dumpster now at the town garage. They have a smaller container that is rolled out once a week. The committee decided it did not need a dumpster on the site and could continue to use the rollout. They hoped that would save enough money to pay for some of Scott Wunderle's services.

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

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