

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

*February 25, 2020*

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

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

**Citizens Present:** Craig Jennings, Kevin Racek Julie Hance, Arne Jonynas.

**Call to Order**

The meeting was called to order at 3:00 PM upstairs at the Town Hall.

**Agenda Item 1 Approve minutes from 2/11/2020 meeting**

Matt Wilson moved to accept the 2/11/2020 meeting minutes. Rick Cloud seconded the motion. There was no discussion. A vote was taken and the minutes were accepted as written.

**Agenda Item 2 Citizen Comments**

There were no comments from any citizens.

**Agenda Item 3 Continued Design Review**

Craig Jennings said he could not stay for the full meeting and would return for a longer discussion of the new design-build drawings which were presented at the meeting. He began by saying he is developing a list of sub-contractors his firm has successfully done business with in the past. He will send the list to the committee asking for their recommendations for sub-contractors. When the list is complete and the drawings are complete, the sub-contracting work will be put out to bid.

Craig said he is currently working hard on developing a cost estimate based on the design-build drawings. He said he will be getting some help in the costing process from Mike O'Neil, who will help develop the site work estimate. David Pisha asked whether the cost estimate will be ready for the next meeting, which is planned for March 10, 2020. Craig said he will have something firmer by then.

David Pisha wanted to know if some room could be made in the process for a landscaping plan. It took some discussion to explain that the landscaping plan was not about flowers and benches, but about preserving existing trees which were needed as buffers. Residential and civic uses are incompatible under the Chester Unified Development Bylaws. At the DRB hearing, the trees were seen as an appropriate buffer between the incompatible uses and a fence would not be needed. The fill needed for the parking lot and building could smother the tree roots on both sides of the lot, killing the trees. Craig Jennings said a guaranteed maximum price agreement had to be reached before any money for landscaping could be identified. David said he was hoping that the cost of the early landscape planning could be paid for from the bond funds, but he was also thinking of other ways to fund it, possibly using the Economic Development Fund.

Kevin Racek said he thought it would be important to get the landscaping started as part of the project, and provide the infrastructure that can be built on later. He thought that a phased approach would work, particularly with Scott Wunderle, a local landscape architect. Rick Cloud said he thought the inside of the building was more important than the outside and finishing the inside of the building should be a priority. Matt Wilson agreed.

Matt said he was concerned about the features of the building that are now being postponed or discarded. He said he understood the length added to the Fire Department bays as a result of giving up a turnout room has added to the cost of the building. He thought that an e-mail saying the kitchen had been put on a wish list was a result of that cost increase. Craig Jennings said the kitchen issue was a mis-communication. The issue was the exhaust fan in the kitchen. The cost of the hood for the proposed kitchen will be about \$15,000. In Vermont, any cooking in a commercial building that creates grease-laden vapors now requires an Ansul fire suppression system in the exhaust hood. This is a new requirement. Craig said the rest of the kitchen was not required to meet commercial standards. It might be possible to get an exemption for the Ansul system, but there would be some pressure for the Fire Department to follow the Division of Fire Safety standards. The argument for not having the Ansul system is the small size of the stove and infrequent use. If the stove was only used for warming food there would be no need for the Ansul system. As soon as anything is fried on the stovetop, the Ansul system is required.

Craig said the Ansul system was in the plans for the building now and was included as part of the \$30,000 cost of the kitchen, which includes an electric stove, refrigerator, dishwasher and microwave. Matt Wilson said a member of the Fire Department who owns a restaurant had an estimate of \$40,000 to gut his restaurant kitchen and rebuild it with an Ansul system in the exhaust hood. Matt questioned the cost of the proposed 12 x 12 Fire Department kitchen at \$30,000. He was glad his concern about the kitchen was a mis-communication. He said the stove will be gas and there is money set aside by the engine company to pay for it. Craig Jennings said that would save \$1000 or so in the budget.

Matt Wilson said he was concerned that putting off a feature that was part of the package sold to voters and coming back in 5 years to ask for more money for the feature that was put off will alienate voters. Craig Jennings said the bond vote figure was arrived at with 50% design drawings, which is more detail than many towns have before a bond vote. There is still a lot of work to be done to arrive at a firm cost figure. There are 20 sub-contractors to choose and get firm estimates from. He said was optimistic that the numbers would come together well.

Kevin Racek said he was trying to identify items that could be cut if the cost figures come in higher than the bond vote allowed. The size of the building and the equipment needed to operate it will not be reduced. The floor plan agreed to will be delivered. Priorities will determine whether items beyond the basic floor plan would have to be put off.

Craig Jennings said Kevin's point was valid. He said Kevin was very cost conscious. He and Kevin were discussing building systems which do not change the layout but could save money. Craig said he can't give a definite number until the drawings are more complete and he has bids from the subcontractors. He said a cost estimate given now would have a 20% contingency attached to it. He asked for understanding about communication issues.

Julie Hance said she has heard many people say that many items have been added since the 50% drawings. She asked if that was true. Craig Jennings said the square footage of the building was added to but nothing significant beyond that had come up. Dan Cook gave details about the

antennas, which were a change to the plan, not an addition. The radio antennas will be five feet high. One each will be needed for the police and ambulance departments. Because the towers are so short, the fire department will need 2 towers in order to run the 2 radios they use. Rick Cloud mentioned mounting the antennas on the short exterior walls at the junctions between the fire and ambulance and ambulance and police sections. instead of the roof surface. Kevin said he planned to do that and asked Dan Cook for cut sheets for the antennas.

At this point Lee Gustafson joined the meeting via telephone.

Kevin Racek presented 79 drawings which included input from all the consultants on the project. He said they were not a buildable set yet, but he felt the needs had been defined pretty well and were reflected in the drawings. He said the next stage is called construction documents. When that stage is complete, the set of documents will be turned over to Craig Jennings and he will be able to build the building. Kevin said additions to the project are a normal part of the design-build process. Not all needs were identified in the 50% drawings. He felt he had a firmer grip on the project now.

He said it is now late to make changes and gave the example of the antennas which were planned to be on a separate ground-based tower and now will be on top of the building. He said changing the antennas required backing up the project to verify the building can support them. Kevin said he believed he now knows about all the equipment needed. He didn't have some of that information when he did the 50% drawings. He asked that people look over the plans carefully and tell him if anything is missing. Having the right information for all the equipment needed in the building will ensure the next cost estimate is accurate.

Craig Jennings recapped the project status for Lee Gustafson, who had just joined the meeting. Craig said he had received the design-development drawings from Kevin the previous week and was beginning to go over them. His first glance did not reveal any big issues. He will be updating his cost figures as he goes along. He is putting together a list of subcontractors for the bid process. Kevin Racek said he was planning on making 2 or 3 packages for bids. The first would be site package and would be ready in early April. The second package would be the foundation package, ready in mid-April. A regular construction package will follow. Craig Jennings said that process will get the site work started earlier, but he wondered how it would fit into the guaranteed maximum price process. Construction cannot start until the GMP is arrived at. Matt Wilson asked if construction might start in April. Craig said he didn't see how the GMP process could allow breaking out the site work for release unless they could determine that the site work budget fit within the GMP plan. Julie Hance agreed that the site work could be broken out under those conditions, perhaps allowing construction to start sooner.

Lee Gustafson verified with Craig that the project was on target to meet the goals. Craig said he thought it was. Craig told Lee that he had asked Mike O'Neil of M&M construction for help with the sitework cost. Craig then said he had questions about the furnishings and equipment. He said he had assumed that the furnishings were separate from the building project. He gave the example of the phone system. He said the project would provide the wiring for data ports, etc. but he expected the individual departments to provide the phones themselves. Julie Hance said that was true. She verified that Craig would handle the terminations and she wouldn't have to bring someone in to do that. Craig agreed. Craig said he had planned on providing appliances in the kitchen, which has been discussed. Craig said he did not plan on providing washers and dryers because he heard the Fire Department had them already. Matt agreed.

Rick Cloud asked about cameras for the CCTV system. They verified that the cost of cameras has not been included. Kevin Racek said the plan was similar to the phone system. The wiring would be done as part of the building, but the cameras themselves would be paid for by the departments. Dan Cook realized he had not received information about the cameras as the police and fire departments had. Matt Wilson forwarded his copy of the e-mail to Dan. Kevin said it was very important that he get the information about the cameras so the proper cabling and power would be ready. Electronic door locks, in contrast to phones and cameras, would be part of the building package.

Rick Cloud, Kevin Racek and Craig Jennings agreed that landscaping was something to be done at the end of the project, as the budget permitted. They felt that planting beds and grass would not require much money or effort and much of it could be volunteer work.

Craig Jennings reminded the committee that there will be operating costs once the building is complete, including electricity and fuel. Rick Cloud said the building would be cleaned by the individual departments. Craig said the grease trap will need to be cleaned every few months. Cleaning the trap could cost a few hundred dollars at a time. Craig said the exterior of the building is designed to be maintenance free. Kevin said the interior is low maintenance as well. They are considering polished colored concrete floors. There will be carpet in some offices, the day room and the training room. Craig Jennings said colored concrete floors are easy to clean and last a long time. Kevin said the building is a working building, meant to get dirty. By taking a utilitarian approach it saves cost.

Julie Hance presented an e-mail she received from a citizen asking about the amount of insulation, air-sealing and heat sources. She noted that the citizen had requested that the e-mail be read at the town meeting, but the item was not on the warned agenda and she believed it was more appropriate to address that in the Building Committee meeting. Arne Jonynas asked what the planned R-values were. Craig Jennings said the wall values were R-37 to R-40. He said the Vermont commercial energy code was stringent with regard to insulation. It was well beyond any other energy code in the U.S. It required insulation inside the walls and on the outside as well. Craig Jennings said the architect and the builder both had to testify that the building met the Vermont commercial energy code. Craig left the meeting at that point.

Kevin Racek said an awesome thermal envelope had a bigger impact on energy costs than the equipment used to heat the building. Arne Jonynas asked if heat exchangers will be used because the building would be so tight when built to the Vermont commercial building code. Kevin Racek, said they are not always used, but they will be used in this building.

Kevin Racek went over a list of other items.

Security at the windows: Kevin said he has bullet proof drywall around the windows and some other parts of the police department. He said it was immensely expensive and proposed substituting plywood or light gauge steel in some places. Rick Cloud said if the same effect can be achieved with plywood, he had no objection to that.

Lighting: The lights chosen are linear fixtures along the spines between the bays and there are a lot of them. Kevin agreed that they are similar to the lights in the Town Garage now. He said he could get photometrics if that would help the committee make a decision. He said the proposed lights would be acceptable to Efficiency Vermont.

CMU blocks is required by code in parts of the police department area. Kevin Racek listed the rooms that would have CMU block and those that would have dry wall. Rick Cloud agreed to the list. Matt Wilson asked about sound proofing. Kevin said almost every wall in the building goes to the underside of the roof deck, is sealed and has acoustic bat insulation in between.

Kevin and Rick Cloud discussed fire exit routes for the police department area and came to an agreement about using the sally port.

Kevin Racek said he heard at the last meeting that there would be no dumpster. Matt Wilson challenged that decision, saying the building was too big not to have a dumpster. Rick Cloud said there were only a few full-time employees and there would be a savings in not having the dumpster emptied every month. Rick and Dan said they expected to bring their trash to the Town Garage once a week. Matt Wilson said he was constantly bringing trash to the dumpster. Lee Gustafson asked what he was bringing. Matt said cardboard from shipments, and junk from cleanouts. Rick Cloud suggested that a recycling bin would also be needed. Julie Hance asked if a dumpster could be added later. It was agreed that it could. Rick Cloud said the proposed dumpster was in the front of the building, it took up extra parking, it needed a fence around it and paving. With so few people using it, the expense of creating the space and emptying the dumpster was not justified.

Kevin Racek presented new renderings of the front of the building. The Fire Department segment was the tallest, the Ambulance Service area was lower and the Police Department area was the lowest. Kevin said all the embellishments that made the building special were in the front of the building. These included signage, canopies, a bench, a flag pole, and wood surrounding the door. The nice materials would go on the front façade. All the façades have metal as their last layer. Kevin pointed out the samples of façade material on the display and discussed where they would be used. He said there would be wood components at the police and ambulance personnel doors. The rest of the front that is not the Fire Department bays will be a galvanized store front. The fire department bay overhead door panels will be clear. The sally port door will not be clear. The wall system is easy to put together and parts can be changed out easily. Matt Wilson asked if the proposed wall panels will hold up better than the panels on the Town Garage. Kevin said it would because the finish is better. The finish is enamel baked on a steel panel. He said the panels still could rust if road salt is applied frequently. Kevin said there would be almost no exposed concrete in the building. Dan Cook and Matt Wilson thought that was a good idea.

Lee Gustafson asked about the horizontal metal panels used for siding. He asked if it could be easily replaced if the bottom panel started to rust. Kevin Racek said that it could. Kevin said originally, he was considering insulated metal panels for the fire department area but decided against it because once a panel is dented, it is very difficult to replace. The wall system chosen will allow the dented skin to be replaced when needed.

Kevin Racek said he added the wood to the front to help dispel the car dealership look. Rick Cloud said the red horizontal metal almost looked like bricks from a distance. Kevin said that was intentional. The other metal material with shallower grooves was intended to suggest clapboards.

Arne Jonynas asked about the elevation change. Kevin Racek discussed the slope needed at the front of the building to move water away from the building into a drain that will carry it away from the road. If the building were set on the site as it stands, the slope leaving the building

would be 4%. Civil engineers have a target of 2% leaving the building. In order to produce a 2% slope, the building would have to be raised 18 inches. Matt Wilson said he was comfortable that the fire trucks could handle a 4% slope and the building did not need to be raised.

Arne Jonynas said he was concerned that the drain would freeze where it meets daylight at the back of the lot. Dan Cook said he had sent an e-mail agreeing that the dumpster was not needed and saying the 4% grade would not be a problem for the ambulance. Kevin proposed letting the costing go on including raising the building by 18 inches. The cost of raising the building could be cut if necessary.

Arne Jonynas asked what the life-span of the roof is. Kevin Racek said the only warranty available on a roof is 30 years. He said the materials used in a roof were the same, regardless of the warranty, but the cost of the roof is higher for a longer warranty. The roof could last longer than 30 years. Arne Jonynas asked where the roof drained to. He was shown where it flowed and daylighted. He remained concerned about freezing where the drain met daylight. Kevin said there would be a huge fan in the roof over the bays to exhaust them. Arne was concerned that warm air blowing from the fan across snow on the roof can form ice dams and cause many problems. Kevin said he would look into the issue.

The next meeting will be in 2 or 3 weeks. Kevin Racek will be reviewing drawings to prepare them for sub-contractors and engineers. Matt Wilson asked if the meeting should be sooner in order to move the bidding process along. Kevin Racek said he felt the next meeting should be a cost meeting and he will ask Craig Jennings when he thinks he will be ready. There would be no point in meeting when the cost figures are not complete.

Kevin pointed out a diagram of wall sections among the drawings he was leaving with the committee members to study. Matt Wilson asked whether anyone had looked into possibly moving the Fire and Ambulance equipment to the new building before the Police Department area was ready. Kevin said he hadn't and he would look into it. He said the state was not involved in that decision; it was more an issue for Russell Construction.

Julie Hance said the DRB has approved the conditional use permit. Matt Wilson asked if any progress had been made with the new zoning bylaws to exempt civic uses from noise requirements. David Pisha said a remark by Dan Cook had triggered DRB research into state statute which allowed sirens. Matt Wilson said he was also concerned about training noise and wanted an exemption for that.

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

The meeting adjourned at that point, as the agenda had been covered.