

Charlton Fire Station Building Committee

Members:

Chairman Ralph Fiske	Present	Secretary Rob Barton	Present
Brian Ouellette	Present	Robin Craver	Absent
Joe Haebler	Present	Dave Ryan	Present
John McGrath	Present	Keith Cloutier	Present

Vertex Members:

Kevin Heffernan

Tecton Members:

Rebecca Hopkins and Jeff McElravy

Also in attendance:

Gerry Doble, Finance Committee Member
Chief Ed Knopf, Charlton Fire Department
Ross Lemansky
Peter Boria

Meeting held on January 28, 2019

Motion to accept the minutes from the special meeting that was held on 1/14/19

Haebler

Second-Ryan

Motion passed with McGrath abstaining.

Rebecca from Tecton gives draft of fire department side space needs analysis. Rebecca also gave out updated police space needs analysis due to some errors that were found during the last meeting.

Jeff then gave us the 1st draft of the combined public safety building space needs analysis. Jeff reports it is showing a little on the high side, however, states normal till we go through the tightening phase.

Jeff also tells the committee that when we remove square feet there is a compound effect due to the contingency percentage that is built into the plan.

Question was raised about whether there was a need to have a dedicated OPM for the project of if someone from the town could do it part time. Kevin spoke on the benefit of having a dedicated OPM for the project of this size.

Jeff questioned if we knew what our anticipated growth was for the town. No one was sure, states he will try and find this information out. Jeff states to look at call volume for every year for the last 10 years.

Members reviewed the combined space analysis with some spaces being eliminated and other spaces being reduced.

Jeff states he will update the space needs analysis for the next meeting.

Jeff reports having a signed contract with the town so he will begin getting his sub-contractors on the site to begin the other analysis's that need to be conducted.

Rebecca gave out the timeline and a meeting schedule of every other week. Rebecca states she will have some conceptual designs available for the next meeting.

Motion to adjourn at 1100

Haebler

Second by Ouellette.

Unanimous

Note- John McGrath was excused in the middle of the meeting.