

Town of Kingston, NH

Fire Station Building Committee

MINUTES

Meeting of May 12, 2021 6:00 pm

Kingston Town Hall

1. Call to Order by Chair Mark Furlong at 6:03 pm. Present are Chief Graham Pellerin, Don Briggs, Brian Gallant, Andrew Berridge, Mark Furlong, Chuck Hart. Excused: Kent Walker, Rich St. Hilaire. Absent: Tom Roughan. Also present via Teams: Jeff Parks (Bauen) and Anthony Mento (SMP).
2. Old Business
 - a. Approve minutes: motion by Andrew to approve minutes of April 7, 2021, second by Don; PUNA.
3. New Business
 - a. Construction Phase Communication: Mark Furlong spoke to the Committee about how well our communications between the Committee, SMP and Bauen has worked up until now by funneling all information through our liaisons (Kent Walker, Chief Pellerin). As we move into the construction phase it is even more important to stick to that protocol since the site is now under the control of Bauen Corp and for safety reasons we can't have visitors to the site unless cleared through Bauen, etc. Mr. Furlong also explained that it will be his intent to schedule some of our Committee meetings at the site so that we are able to see the construction progress.
 - b. Update on construction: Chief Pellerin and Jeff Parks (Bauen) provided an update on the site progress. Most of the activity to date has been site work and Viens has been making great progress with most of the drainage system installed and they will begin digging for the foundation within the next few days. Footings will be poured and insulated concrete forms (ICF) will begin to be installed within the next week. Also a temporary construction fence has been erected to keep the site safe and secure. The site supervisor for Bauen (Eric Cooper) is now onsite full time and Graham was complementary of the working relationship that is being established. Foundation work has been delayed slightly due to material shortages and current estimate is that we are about one week behind schedule.

Jeff Parks went over a list of budget changes that have come up since the meeting where we finalized the selection of the subcontractors. These changes were reviewed at the first construction meeting which was held last Thursday and attended by Kent Walker and Graham Pellerin. The changes were a result of some clarifications to certain details, requests to omit or change some items and as a result of a third party code review conducted on behalf of the Town. Jeff provided a list of items that totaled \$ 28,288; Chief Pellerin explained that there will still be some credit for items being taken out and Jeff provided a rough estimate of \$ 3000 for the remaining deductions. Anthony Mento also explained that this is part of the normal flow of a project of this size and that we can expect to see additional items like this moving forward. Jeff Parks recommended that we take this amount out of the construction contingency. Motion by Graham to approve up to \$ 28,288 of changes to be taken from construction contingency, second by Brian; PUNA.

A discussion followed on the process that the Committee will use for small changes; Jeff Parks recommended that the Committee authorize the liaisons to approve small changes in order to keep the project moving and on schedule without needing to wait for the full Committee to meet. Motion by Don Briggs to authorize the liaisons (Kent Walker, Graham Pellerin) to approve changes up to \$ 2500, second by Andrew; PUNA.

There was also a review of the process for Application for Payment and everyone seems to be OK with how this is working.

- c. Materials Testing: Chief Pellerin updated the Committee on the selection of the materials testing contractor, a contract is in place with GSI which is the same firm that provided engineering support for the initial purchase of the site. They have already been sent samples and have been providing reports back to the Town for review.
 - d. RFQ for Well Contractor: Chief Pellerin updated the Committee on progress with getting a contractor in place for the work needed to improve and repurpose the current well for the new building. Four local companies have been contacted; two do not do work needed on a shallow well, one did not wish to submit a proposal and one proposal is expected to be received soon from McKinney Well, verbal quote has been provided. There were some questions about the scope of the work and coordination with other trades and this item will be put on the agenda for the next meeting.
 - e. Committee reorganization: Mark Furlong opened the discussion by mentioning that we have had several subcommittees in the past including site selection, finance, design & specifications, etc. and that we are at a point where we need to decide if we still need subcommittees or if we will do our work as a Committee of the whole plus the liaisons to the project team. The consensus of the Committee is that we will continue to work as a Committee of the whole and if a need arises in the future we can establish subcommittees. Regarding the Committee Leadership, Don Briggs made a motion to keep the same Leadership, Mark Furlong (chairman) and Kent Walker (vice chairman), second by Brian; PUNA.
 - f. Set monthly meeting date: Mark Furlong recommended to the Committee that we set a regular monthly meeting date, with input from Jeff Parks the Committee came to a consensus that the regular meeting of the Committee will be on the second Wednesday of each month. Other meetings may be added as needed if items come up with the project that cannot wait for the next regular meeting.
4. Set next meeting date: based on the previous discussion, the next meeting is set for June 9th at 6 pm at the Town Hall.
 5. Adjourn: motion to adjourn at 7:25 pm by Graham, second by Andrew, PUNA.