

Town of Kingston, NH

Fire Station Building Committee

MINUTES

Meeting of January 20, 2021, 6:00 pm

Kingston Town Hall

1. Call to Order by Mark Furlong at 6:08 pm. Present are Kent Walker, Chief Graham Pellerin, Rich St. Hilaire, Chuck Hart, Tom Roughan, Brian Gallant, Andrew Berridge, Don Briggs, Mark Furlong. Attending remotely: Anthony Mento and Ryan from SMP Architecture.
2. Old Business
 - a. Review Fire Suppression and Water Supply Design Project and Progress-Kent Walker provided an update on the work that has been done by Fernandez & Associates to specify the requirements for a water supply tank and pump to supply the fire protection system. In addition, he reviewed the work done by SFC Engineering to design/specify the actual requirements for the tank. The work from the two engineering firms has been submitted to both SMP and Bauen; based on what has been submitted Bauen has enough detail to bid out this part of the project.
 - b. Update on SMP design progress-Anthony Mento from SMP went through a pretty detailed explanation of the final plans, which he described as being 98% completed. He highlighted several details on items that were more fully detailed since the last presentation to the Committee. A full drawing set has been provided to Bauen and will also be provided to the Committee.
3. New Business
 - a. Bauen Corp bid process and update-Kent Walker explained that Bauen has received all the information that they need from SMP and has sent out a request for subcontractors to bid on the project (see attached). Bids close on February 10, 2021 and the Committee will need to plan for a meeting with Bauen to review the bids and their recommendations.
 - b. Future meeting schedule-Mark Furlong indicated that we need to get back to a regular monthly meeting of the Committee but that will need to wait until have the bid review meeting with Bauen.
 - c. Expenditures-Chuck Hart provided a spreadsheet prepared by Cindy Kennerson which shows expenditures to date on the project with the source of funds being used (copy attached).
4. Agenda Items for Next Meeting
 - a. Financial Management and Audit Procedure (sample to be distributed)
5. Set next meeting date: discussion about next meeting to review subcontractor bids and Bauen recommendations; this will be a meeting held during the day and will need to be coordinated with Bauen.
6. Adjourn-motion to adjourn by Brian Gallant, second by Kent Walker; PUNA, adjourned at 7:22 pm.