Town of Kingston, NH  
Fire Station Building Committee  
MINUTES  
Teleconference Meeting of March 18, 2020, 6:00 pm

1. Call to Order by Mark Furlong at 6:05 pm
   a. present are: Kent Walker, William Sullivan, Mark Furlong, Graham Pellerin, Brian Gallant, Don Briggs; 
      Also in attendance: Anthony Mento, SMP Architecture; Jeff Parks, Bauen Corp. 
      Excused: Chuck Hart, Andrew Berridge Tom Roughan, Richard St. Hilaire, Kevin St. James
   b. Mr. Furlong made the following statement with regard to holding this meeting as a teleconference: 
      Under RSA 91 A it is permissible to hold meetings by electronic or other means of communications. 
      Under normal circumstances a quorum of the members of the Committee must be physically present. 
      However, under RSA 9a-A:2 III(b) the Chairman may determine that an emergency exists and the 
      requirement that a quorum be physically present is waived. As Chairman I have determined that an 
      emergency exists based on both Federal and State actions recommended and/or mandated to prevent 
      the spread of COVID-19 Coronavirus, that the Town has closed Town Offices to implement these 
      precautions and that a number of members of our Committee are considered high risk due to age 
      and/or are immuno-compromised. Further that it is imperative that our Committee meet to take 
      immediate action to continue to move our project forward.
   c. Ground rules: Please be respectful when you wish to speak so that we are not talking over each other; 
      all votes will be by roll call; this is a public meeting and the call in number may be used by members of 
      the public, we ask that any members of the public please put your phone on mute.

2. Old Business
   a. Approve Minutes from February 19, 2020: Motion by Kent Walker, second by William Sullivan; PUNA by 
      roll call vote.

3. New Business
   a. Review voting results: Mr. Furlong discussed the voting results. Article 5 Bond Article and approval to 
      build a new fire station passed with strong support (64%). Articles 7, 8 & 9 to use funds from the 
      Infrastructure Fund to reduce the amount to be bonded also passed with strong support. Mr. Furlong 
      thanked the Board of Selectmen for their support and their vote to use the Infrastructure Fund as this 
      helped to pass this important project. Anthony Mento commended the Committee for their work and 
      expressed that the Committee had navigated the process of getting this approved more successfully 
      than most of the communities that he has worked with.
   b. Next Steps: there was a discussion about what are the important items to begin working on to get this 
      project started, included in the discussion were:
         i. Utilities: utility poles that need to be moved from the side of the current Fire Station will need 
            lead time, Don Briggs suggested we contact Unitil and Consolidated Communications as soon as 
            possible; Kent Walker (on behalf of the Fire Dept) will draft a letter to both companies
requesting the work to be done; Don Briggs offered to hand deliver this letter to the representatives of the companies

ii. Civil Engineering: Dennis Quintal is working on site plan; there needs to be communication between Dennis Quintal, SMP Architecture and Bauen as this work progresses. Dennis Quintal will also be working on designing the septic system for 146 Main St. Approval for all of this work will need to go to the Board of Selectmen.

iii. Contracts for SMP and Bauen: AIA Contracts will need to be prepared for both SMP Architecture and Bauen Corp. These will need to be reviewed by Town Counsel and Primex. Jeff Parks commented that their contract carries them through the pre-construction phase; expenditure for this will need BOS approval.

iv. Fire Protection Engineering: Anthony Mento brought up this issue; we have a budgeted amount in the owner’s budget for Fire Protection Engineering services. The amount budgeted is only for doing the engineering work related to the cistern and pump system for the fire suppression system. Anthony asked the Committee if we wanted to use the same firm to design the fire suppression system in the building. The consensus of the Committee was that it would be nice to have the same firm but it should be bid out like all other work.

v. Geo Tech: Mark Furlong mentioned that Chuck Hart (who has not been able to join the call) has requested an updated quote from the firm which was recommended based on proposals received last year. Anthony Mento requested that they be given a copy of the proposal so that they can review the scope to be sure it includes all items needed by the structural engineers.

vi. Bond counsel: Mark Furlong also reported that Chuck Hart has updated bond counsel on the vote results and they will be sending information to Cindy Kenerson outlining the information they will need to perform their work.

vii. NH Municipal Bond Bank: Mark Furlong reported that Chuck Hart has also updated the NH Municipal Bond Bank on the vote results and they will send information to the Town concerning applying for the bond funding; deadline for this is early May for the July bond sale.

viii. Grant applications: Graham Pellerin noted that grant applications will need to go to State of NH for funding for the Emergency Operations Center and the generator.

ix. Project Schedule: SMP will develop an overall project schedule. There was a discussion about what the timeline might look like; Anthony Mento indicated that they will need until about September to finish the design and engineering work to the point where biddable documents can be provided to Bauen. He suggested that given this timeframe that we might want to look to January 2021 to be sending out bid packages so that we can start construction in March/April and not have to deal with winter conditions. This item will be on a future agenda once we get some schedule information back from SMP.

4. Other Business:
   a. William Sullivan indicated that he will need to resign from the Committee as he is planning to move out of Town. Mark Furlong thanked him for his work on the Committee and requested that he submit a letter of resignation to the Selectmen’s Office.
   b. Mark Furlong stated that he had received messages from two members who were unable to join the conference call because it was full. We will work on that before our next meeting.

5. Next meeting: given the current state of things due to the pandemic no meeting is being scheduled at this time.

6. Adjourn: motion to adjourn by William Sullivan, second by Brian Gallant; PUNA by a roll call vote, meeting adjourned at 7:03 pm.