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## TOWN OF BROOKLINE, NEW HAMPSHIRE

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### *Minutes* *DPW Building Committee* *Wednesday, May 13th, 2020*

Committee members in attendance via Zoom: Eddie Arnold, Dana Ketchen, Mike Wenrich, Todd Croteau, Cindy LaCroix, Brian Rater, and Tad Putney.

**Eddie** called the meeting to order at 6:40pm. **Eddie** asked all members to state why they were meeting remotely, where they were located and who, if anyone, was in the room with them. All members responded.

#### Election of Committee Chair

**Mike** moved, seconded by **Dana**, to nominate **Eddie** as committee chair. There were no other nominations. Roll call vote in favor 7-0.

#### Election of Vice-Chair

**Mike** moved, seconded by **Dana**, to nominate **Todd** as committee vice-chair. There were no other nominations. Roll call vote in favor 6-0-1; **Todd** abstained.

#### Election of Secretary

**Dana** moved, seconded by **Todd**, to nominate **Tad** as committee secretary. There were no other nominations. Roll call vote in favor 7-0.

#### Member Introductions

Committee members provided introductions of themselves, including backgrounds in construction, public works, and related areas of interest.

#### High-Level Overview of Last Year's Committee Work

**Mike** provided an overview of the work that was completed by last year's building committee. He said there was a substantial amount of time initially spent sizing the potential building based on assumed amounts of town equipment. He said the objective last year was to get a total project cost including wants and needs and then scale it back as needed. **Mike** said there were meetings with other public works departments, which provided good information on what not to do with a new building. He said the general guidance was to build a facility for anticipated growth over the life span of the building. **Mike** noted that the committee looked at two existing buildings as potential options. He said the first was quickly set aside due to limitations. On the second building, he said the committee toured the facility and the town had an appraisal done, but it was decided the town would not pursue it.

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**Mike** said Fieldstone was selected to do the site engineering work after three bids were received. He said that three construction management firms were interviewed and North Branch was selected. Next an architect was selected following a review of three firms. He said the architect and mechanical engineer submitted initial plans for the building. **Mike** noted the architect had provided a plan for a stick frame building based on discussions with the committee and the fact it provided greater building flexibility. **Dana** said some consideration was given to a Morton building, but there were timing issues as construction could not be scheduled until we made a down-payment. **Mike** said a couple of versions of the site plan and architect's plans were reviewed by the committee, but then the project was tabled in December.

**Todd** asked if we are committed to the site at the Transfer Station for the facility. **Dana** said she believes we are largely committed to the site. Other members agreed. **Eddie** noted the committee charter calls for us to build on the work of last year's committee.

**Mike** said he will send out via email a set of the plans from last year, including the Capital Improvements Plan information for public works.

**Mike** said a key next step will be evaluating whether we should have a construction management firm involved in the project. **Tad** suggested at the next meeting we work on creating a timeline for the committee's work. **Todd** asked when the drop-dead date was for the committee's work. **Eddie** and **Dana** suggested having the project ready for October – at the beginning of the budget discussions.

**Schedule Next Meeting**

After some discussion, it was decided the next meeting will occur in the upstairs auditorium of the town hall, so current plans can be easily reviewed. We will then evaluate whether in person or remote meetings make the most sense on a case-by-case basis moving forward. It was agreed that the next meeting would be Tuesday, May 19<sup>th</sup> beginning at 6:30pm. **Eddie** asked that we have a standing agenda item called "Research Update" for any member to share information with the committee that had been obtained between meetings.

**Planning Board and Conservation Commission**

**Dana** asked if the planning board and conservation commission had been made aware of the project last year. **Mike** said he had met with both to describe the preliminary plans for the project.

**Guaranteed Maximum Price**

**Dana** said she was interested in what is included in "Guaranteed Maximum Price (GMP)". **Cindy** and **Todd** said the answer all depends on what we provide in the specifications. The greater the detail we provide, the less room for surprises.

Meeting adjourned at 7:31pm.

Minutes submitted by Tad Putney.