



**TOWN OF  
BROOKLINE, NEW HAMPSHIRE**

**P.O. BOX 360 – 1 Main Street  
BROOKLINE, NH 03033-0360**

Telephone (603) 673-8855, ext. 213  
Fax (603) 673-8136

<http://www.brooklinenh.us>

*Minutes  
DPW Building Committee  
Tuesday, September 29th, 2020*

Committee members in attendance: Eddie Arnold, Todd Croteau, Cindy LaCroix, Mike Wenrich, Dana Ketchen, Brian Rater, and Tad Putney as well as Roland Pothier from North Branch Construction.

**Eddie** called the meeting to order at 7:00pm.

**Minutes**

***Mike moved, seconded by Todd, to approve the September 16th meeting minutes as written; Voted Yes 4-0-3 with Tad, Brian and Dana abstaining.***

**Review of Mechanical/Electrical Plans**

**Roland** said that **Richard Parks** of WV Engineering had last year provided the town with mechanical and electrical plans for the town's review and comment. He said the plans are straightforward, but a few revisions are needed:

- Increase the size of the mechanical room as was recently done by the architect
- Specify the location of the electrical panels
- Specify the size and location of sprinkler system apparatus

**Roland** said that placing the water for the sprinkler system within the foundation of the building can save money over a traditional cistern and suggested we pursue that approach. **Tad** asked if finalizing the mechanical/electrical plans will allow **Roland** to obtain a Guaranteed Maximum Price ("GMP") for the project. **Roland** said yes. **Roland** said **Richard** needs to scope the sprinkler system and then **Kurt Lauer** will design it into the building.

**Dana** asked **Roland** if the size of the building makes sense, especially on the lot. **Roland** said yes and that he believes the work done by the town last year made sense in terms of the sizing of the building. He noted that the building's location on the lot changed last year and that will reduce site costs. **Tad** asked if the committee was comfortable having **Roland** ask **Richard** to move forward with updating the plans. **Eddie** said yes, but he would like to get a cost comparison of the cistern approach versus holding the water in the building's foundation. **Mike** noted the site does not have three-phase power, which may require a more expensive pump for the sprinkler system. **Roland** suggested a Zoom meeting be scheduled with he, **Richard** and **Kurt** for next week. It was agreed **Tad** will inform committee members of the time of the call so any can participate that wish.

**Conservation Commission and Planning Board Review**

**Dana** asked about going to the conservation commission and planning board for review and approval of the plan. **Tad** suggested we could try for the October meetings. It was noted that we should ensure that any abutters are notified. It was agreed that **Mike** and **Tad** would present the project at both meetings.

**Septic System Update**

**Mike** said Fieldstone has advised that the septic plans are complete and have been sent to the state for approval. **Dana** asked what kind of septic system is planned. There was speculation it may be an enviro system, which **Dana** said has been problematic. She said a pipe and stone system takes up more room, but lasts much longer. **Mike** will ask Fieldstone if a pipe and stone system can be used.

**Salt Shed Update**

**Roland** said he understands we are looking for a pipe and canvas structure to serve as the salt shed, but wants to know about the foundation and if the structure should be included in North Branch's planning. **Mike** said it should be included in North Branch's planning and he has information from ClearSpan about the concrete blocks that will serve as the foundation. **Mike** said he would forward the information to **Roland**. It was confirmed that the floor of the shed will be paved.

**Review of Project Costs and Potential Savings**

**Dana** said she is interested in findings areas of savings and asked **Roland** how best to do it. **Roland** said there is not a lot of fluff in the building. He said radiant floor heat is expensive, but it is an investment in lower future costs. **Dana** asked if we can partially heat the floor – using zones potentially. **Roland** said we could do zones, but need to be mindful of a minimum temperature given the sprinkler system. **Eddie** suggested a minimum temperature of 50 degrees. **Roland** said Derry did an outside furnace to heat the radiant floor, but **Mike** noted a number of issues with that approach. **Dana** asked about the generator for the building. **Roland** said it would be an automatic start and **Richard** will spec-out a unit and provide information on 2-3 manufacturers for us to pick from. **Eddie** asked if we want to go with just a concrete floor versus the currently proposed Quartz tile floor. **Roland** suggested going with a polished concrete floor would save some money. **Mike** said he was fine with a fiberglass shower instead of tile and the polished concrete floor for cost savings. **Roland** said they could just go with the binder paving and leave the finish paving for later, but it will need to be done eventually. **Eddie** said he has heard that the lockers in the police station are too small. **Roland** said the plans call for 18" x 18" lockers, which would be large enough. **Dana** asked about having a third party review the plans for energy efficiency. **Roland** suggested using NH Saves and he said that they also have money for some projects to promote energy efficiency. **Tad** said he will contact NH Saves after **Roland** provides the contact information. **Roland** said a developer in Derry was recently getting around \$1,000 per apartment from NH Saves for a 72-unit development.

Members agreed to have **Roland** coordinate **Richard** and **Kurt** moving forward with plan updates following next week's Zoom meeting.

**Review Project Timeline**

**Roland** reviewed a project timeline he provided to members. He said he allowed four weeks to finalize the plans and then an additional couple of weeks to review the plans and finalize

*DPW Building Committee Minutes*

*September 29, 2020*

*Page 3*

them with us. He said once he has bids, he will get together with the committee to review them and select the contractors. **Tad** asked if the next bid round will be the final opportunity for local contractors to be involved in the project. **Roland** said yes. **Brian** said that the timeline date for town meeting should be in March. It was suggested that March 10<sup>th</sup> be used. **Dana** asked if North Branch vets all contractors for insurance, etc. **Roland** said yes. There was discussion of when the bond proceeds would be available, if approved. **Tad** will contact the NH Municipal Bond Bank to get clarification on the availability of bond funds and, if not until mid-June, if there are bridge financing options that would allow the project to start sooner than mid-June. **Tad** will advise **Roland** on the guidance from the Bond Bank, so he can adjust the project schedule, as needed. **Eddie** said he would like to have the project finished in November for the start of the winter season. **Roland** said that the schedule is conservative, so some things could be moved up.

**Estimated Operating Costs of Building**

**Eddie** said the estimated annual utility costs for the building from **Richard** have been shared with members via email and he noted that **Todd** also shared the annual costs for Jaffrey's DPW facility. **Eddie** said **Richard** estimated about \$11,000 for annual electric and propane costs.

**High School**

**Cindy** said she has had ongoing contact with the high school about having students prepare virtual content on the building for the project presentation and she will continue to move forward on this effort.

**Schedule Next Meeting**

**Eddie** said the next meeting will tentatively be held at 7pm on Tuesday, October 13th at the Town Hall, pending the results of next week's Zoom meeting and once **Roland** has final plans to review with the committee.

**List of Equipment**

**Dana** asked about the ongoing list of equipment for the building. **Mike** suggested having the topic on the next agenda, including the addition of prices where we do not have them yet. **Tad** will circulate the latest version of the list to members.

Meeting adjourned at 8:20pm. Minutes submitted by Tad Putney.