

Ambulance Building Committee – Draft Minutes

March 29, 2012

Location: Police Station Meeting Room. Time: 6:30 pm

Committee Members Present: Mark Fougere, BOS Rep., Bill Kokko, Steve Sareault, Kent Chappell, Kevin Drew, Paul Hemmerich & Eric Schelberg. Ex-officio Bill McKinney (Building Inspector) & Lt. Greg White (Ambulance Service Volunteer)

- 1) Introductions, selection of Chair Mark Fougere and V-Chair – Steve Sareault, Secretary – Paul Hemmerich
- 2) Future meeting schedule: Frequency-time-place, Committee decided to meet weekly for now.
- 3) Project history/background – Facilities Committee, Mark Fougere provided a background to the project, past efforts and details as to how the Elm Street site was finally decided upon.
- 4) Land purchase/demo update. Draft environmental report has been completed, no issues found. Two bids have been submitted for demo, waiting for one more.
- 5) Review existing project documents: Cost estimates, building specifications, site plan, elevations, etc.
 - a. Use of these documents in process.
 - b. Experts needed: Architect-Civil-Structural-HVAC, etc.
 - c. Access issues/easement
 - d. Emergency signal on Elm Street - update
 - a. Selection of Professional Services - Options: Request for Qualifications then Request for Proposals?, Request for Proposals?, Design Build as an option? Concerns were raised about design build and a decision was made not to use that option. Because of time concerns, Mark will discuss with the BOS the need to go out to bid for design services. A lot of time and money has already been spent on design, if we use the existing architect time will be saved and winter building may be avoided, which can add costs. Some members had concerns on not sending the design services out, may save some money and get new ideas. BOS policy has been to obtain three prices. Mark will discuss with BOS and report back to Committee.
- 6) Future Considerations: Clerk of the Works will be used to protect town interests.