

## **DPW/Fire Station Advisory Committee (DFSAC)**

DRAFT Meeting Minutes

Thursday, June 30, 2016

Town Room, Town Hall

### Attendance

Committee Members: Lynn Griesemer (Chair), Christine Gray-Mullen, Peter Gray-Mullen, Kay Moran, Edward Mone, William Mullin, and Robert Ricard.

Town Staff: Asst. Superintendent of DPW Amy Rusiecki (arrived 3:15), Superintendent of DPW Guilford Mooring, Fire Chief Tim Nelson (arrived 3:30)

Others: Jeff Alberti and JP Parnas of Weston&Sampson Consultants, Jonathan Salvon of Kuhn Riddle Architects

Meeting called to order at 3:05 p.m.

1. Approval of 6/15/16 meeting minutes, 6-0-1
2. Discussion with Weston & Sampson, DPW Feasibility Study consultant

Jeff Alberti and JP Parnas, project managers with Weston & Sampson along with Jonathan Salvon with Kuhn Riddle gave a PowerPoint presentation on the DPW Feasibility Study. Have provided a Feasibility Study report and Cost Estimate Summary. Gave a summary of the DPW feasibility study history, process and recommendations.

LG asked for a copy of the presentation slides. JA will forward to DPW.

W&S was asked about Amherst DPW projected costs relative to other DPWs they have recently built. JA of W&S will provide a spreadsheet showing costs associated with other MA DPW facilities. They can ask provide some amounts for Fire Stations also.

Next steps were discussed which included site selection, additional funding, advance drawings to partial schematic design, preparation of detailed cost estimates and public outreach. After site selection next steps would include geotech, phase I, permitting and stormwater assessment.

Public Outreach discussion included informing the public as early as possible, determining the audiences, what does DPW do every day, elevator speeches and what media types to utilize.

Summary of Deficiencies should be detailed including building codes, plumbing codes, mechanical codes, OSHA/DEP, site security, operational

inefficiencies. Also determine the costs to the Town long term and short term.

KM suggested that the Finance Committee and JCPC see this presentation because all “4” capital projects on the horizon.

Evolving Trends in DPW facilities was discussed. 1. Getting Equipment covered with enclosures and better storage protection 2. Consolidation of operations 3. Green/Sustainability design/build. It was noted that most new facilities are incorporating green elements but not necessarily going for LEED certification.

Thanked W&S/KuhnRiddle for coming and they departed.

Why stay with W&S: stayed on budget, no push back on requested additions or changes, strong public outreach experience, save money with sticking with the same consultant because no about Amherst learning curve and don't have to go through RFQ process again. Also liked the local Kuhn Riddle connection.

Next phase will involve asking Town Meeting for additional \$350K for partial schematic design that includes more detailed construction cost estimates. To this point \$70k has been allocated and spent on the Feasibility Study.

Site selection is the next crucial decision to move the project forward. Fort River is the first site recommended in the Feasibility report. Town Meeting votes on new school capital project at Fall TM. This will decide whether the Fort River site is available. If not Old Farm Road site and Bald Lane site will be considered or other sites that are identified or come available. GM is concerned about wetland issues at the Old Farm Road site.

**Motion** made: “That DFSAC will continue to utilize Weston&Sampson as the consultant to further the new DPW Facility process.” **Voted 7-0-0**

DFSAC is thankful to Peter Heckinblecker ,the temporary Town Manager, who will be leaving later in the summer as a new Town Manager is hired. He was supportive and continued to move our process forward with both the DPW and Fire Station projects.

3. Review and discussion of draft Request for Proposals for Fire Station Feasibility Study

Committee reviewed Request for Qualifications (RFQ) for designer services for a Fire Station & Headquarters. Some suggestions and edits

were made. If approved by DFSAC can be posted next Wednesday, July 6, 2016

**Motion** made: "That the DFSAC accepts the draft RFQ with the discussed edits and recommends that Town staff release the Final RFQ."  
**Voted 7-0-0**

4. Update on deadlines/process moving forward

July 7<sup>th</sup> and July 21<sup>st</sup> meetings cancelled

Next meeting August 19<sup>th</sup>. Will decided which consultants to bring in for interviews. DPW will send members electronic copies of the RFQs and a rating sheet.

Hold August 23 and 25 from 2-5pm for interviews. On 25<sup>th</sup> will also hold committee discussion after interviews.

September meeting will involve preparing warrant article and plan public outreach campaign.

Meeting adjourned at 5pm

Respectfully submitted,  
Christine Gray-Mullen