

**Fire and Ambulance Building Committee**  
**Meeting Minutes, 1<sup>st</sup> MTG**  
**Thursday August 3rd, 2023**  
**11:00am – 1:00pm Select Board Room**

**Members Present:** Carl Mabbs-Zeno, Tony Cassady, Carol Nelson, Mandy Sliver, Sarah Steinberg Heller

Staff: Seth MacLean, Chief Ed Walker, Gretchen Rae    Selectboard Liaison: Bill Taylor

Visiting: Keith Kelley CM – Harvey Construction

DPW – Director Seth Maclean **opened the meeting at 11:08 AM.** *All members referenced within will be referred to by their first names.*

**Handouts:**

- Building Committee's Role
- SMP conceptual design schedule for review

**Committee debrief after Selectboard Meeting of July 18<sup>th</sup>**

- Ed and Seth visited the SMP office in Concord and began to outline a project budget, including fees and contingencies, and discuss the cap amount. When Seth receives this document, he will email it to the committee members.
  - SMP had originally quoted for pre-construction services at \$140,000 but came back to contract with \$91,000 as an agreed upon fee. Then, based on the final project budget and the level of services provided, SMP may receive between 7-9% from the total budget amount.
  - A fully executed contract with SMP is in place.
- Committee discussion of appropriated (2 million) funds for design, consulting, and engineering services, with NO construction costs included based on how the warrant was written.
- Seth will work with Lilli Gilligan, Finance Director, on getting a project spreadsheet template for a draft budget to go to the Budget Committee in an understandable format.
- A project cap amount was discussed, and a few events still need to happen for a completed draft, including the timing of the Town's property assessment, which the State uses to determine the Town's bonding capacity.
- The draft budget is planned to be ready for the beginning of the Town's budget season. (Generally, January)

**Election of Building Committee Officers**

*Motion:* Carol Nelson nominated Mandy Sliver as Chairperson and Carl Mabbs-Zeno as Vice-Chair.

*Vote:* Sarah Steinberg-Heller seconded. All in favor. Motion carried.

Chairperson authority, effective immediately.

### **Select Board's approval of the creation of this Building Committee**

- 3-year authorization. Membership established and role of staff for support. Danica Melone will be taking on additional responsibilities to support this committee's work, including outreach activities.
- No staff has voting rights. There is formal independence of this Building Committee from Town Administration.
- This committee doesn't approve a final design to be presented at Town Meeting, but rather it will recommend a design to the Selectboard, who will then present it to the public.
- Reviewed list of Building Committee functions presented to Select Board
  - Administrative tasks are to be handled by staff, specifically with Seth's preview and direction, including:
    - Meeting postings
    - Agendas
    - Minutes
    - Google docs can be created for working documents by the committee.

### **Review of SMP's proposed project schedule**

- SMP is proposing a meeting with this committee on August 24<sup>th</sup> and show 3 conceptual designs. The meeting's goal is to narrow the design options down to one concept and build upon it.
- SMP is requesting a meeting with the sustainability building design interested parties. Tony suggests that SMP set a meeting time the same day that the Town energy committee stakeholders are already scheduled, on Thursday August 10<sup>th</sup>. Tony will reach out to those people and Seth will contact SMP and confirm August 10<sup>th</sup> for review of sustainability goals for the new Fire Station building. A question was asked if electronic attendance is allowed if someone wants to be part of the discussion but can't attend in-person. Seth will confirm with Nicole on the electronic meeting guidelines.
- 1<sup>st</sup> public outreach event is proposed for the week of September 11<sup>th</sup>. The committee is requesting two listening sessions at two separate times that week. Seth will confirm with SMP.
- Next public input session(s) will be scheduled in October after SMP has had an opportunity to modify the design from the public's feedback received from the week of September 11<sup>th</sup> sessions.
- Carol voiced concern on the number and type of proposed public outreach events on the SMP schedule. Seth will contact SMP after this meeting for clarification on the number and type of Public Outreach sessions to be organized.
- The architects will be facilitating the public outreach sessions collaboratively with support from the committee Chair & Co-chairperson and staff.

### Other Thoughts

- Carol asked about the timing to involve the Planning Board and Seth explained we need to get through this initial design phase to have something for them to review. The Con- Com's involvement is yet to be determined. Their involvement is dependent upon if there are wetland buffer considerations needing review after all the public input sessions and SMP's design modifications.
- There is a scheduled Zoom August 7<sup>th</sup> architect meeting with Fire & Ambulance staff and some members of this committee to begin discussing programmatic details necessary in concept designs.
- This committee's Kingston, NH Fire Station tour is on hold, but Seth offered to continue Fire Station tours for any interested committee members. It was noted that there is value to the committee for continued site tours.
- Committee members were asked to think about and prepare a list of Peterborough organizations where committee representatives could solicit input. Staff help will be provided by Danica and others. Mandy asked that when this committee speaks in a public setting, including these open meetings, to refrain from using people's names when discussing challenges and feedback.
- Seth plans to meet with Danica and develop a flyer of information for the Night Market event on Friday, August 11<sup>th</sup>.
- What is the status of our peterboroughprojects.info website? Gretchen will remove the popup link from the Town's homepage until there is a planning meeting to discuss changes to the project's website.
- Zencity software will be revisited by Seth, and the hope is to publicly post a video of each outreach session on Zencity's platform.
- Bill suggested that news from this committee be posted with each Dispatch email, with frequent FB posts and always present on the Town's website. Bill and Seth will make sure there's a Fire Station update noted on each Select Board meeting agenda.

*Motion:* Tony made a motion to adjourn the meeting at 1:05 PM

*Vote:* Bill seconded. All in favor. Motion carried.

Respectfully Submitted,  
Gretchen Rae, Business Manager DPW

BUILDING COMMITTEE CHAIR: Mandy Sliver



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Signature

