

Town of Northumberland Building Committee
Draft Meeting Minutes
November 23, 2020

Present: Bill Caron, Alan Rossetto, Gail Rossetto, Sam Oakes, Jim Gibson, Robin Irving, Jeremy Brann, Allan Clark, Michelle Randall

(As per a conversation with Allan Clark, Allan will be referred to as "Clark" in the minutes to differentiate Allan Clark from Alan Rossetto)

Alan Rossetto opened the meeting at 6:03 PM.

Alan asked for a motion to accept the November 9, 2020 meeting minutes. Jim Gibson motioned, Jeremy Brann seconded. All in favor. Motion passes.

Alan then turned the meeting over to Allan Clark from REI.

Clark passed out an agenda for the meeting and a copy of his "minute notes". We will be discussing the Phase 1 schedule, changes to the interior floor plans, and other pertinent issues. He advised us that there had been significant progress in the last two weeks and we will have no difficulty in meeting our schedule. We will be able to have our budget numbers ready when needed by the selectmen.

Robin said that the Town's electric contract is up for renewal and will go to bid the beginning of the year. Cost should be around 7 or 8 cents per kwh.

Q-Hydrogen has been saying they will be up and running by the first of the year, however Covid has changed everything and they may not be able to get their turbines in time. Nothing is for sure at this moment.

We are still waiting on the proposal for a survey from Mark Vanderhayden. Three of the four pins are already in place.

Alan asked Robin if Reggie has information on the water and sewer for the property. She said he would have the town schematics that would show the water, sewer and storm sewers. Clark said we need them on the plan.

Clark has not had time to schedule the test pits yet but will be doing so within the next week.

Clark passed out copies of the latest floor plans that were made before his conversations with the EMS and Police Chiefs. He advised us that the plans are moving along well and that once they are okayed, we can put the construction details together.

The EMS Chief's area will have secure storage attached. We have to make sure all areas are ADA compliant. We are reworking the lockers and storage closet and have made the decon shower larger.

The meeting room is really the "Town" meeting room that has separate access for the Police and EMS through the apparatus bay.

There was discussion on the sprinkler system. Alan discussed problems that Prima America had with a

“dry” system. Clark said that they are trying to avoid using a dry system.

The building will have a radiant heat floor and a domestic boiler. All utilities will come in through electrical room and will be 400 amp single phase service.

Clark questioned if a full kitchen was needed for the meeting room or just a kitchenette. The room will hold 25 half tables or 49 chairs once we are out of the covid restrictions. Michelle advised that a stove would not be needed. A sink, refrigerator, and microwave would be fine. Everyone agreed with that assessment. The police will have their own break room and the EMS has their own day room with a kitchen.

Robin asked if there could be charging stations in the floor. Clark said probably not as it is a concrete floor and it would be very expensive. There will be charging stations available somewhere in the room.

Clark discussed the changes to the police side of the building. We will be adding a quartermaster's closet for uniform and boot storage that will be by the patrol room. Michelle asked if we could move the locker rooms up a little and put the armory next to the break room. The police department server can be put in the electrical room. Clark agreed and said yes. We will be shrinking the admin room and the lobby. We discussed the types of locking mechanisms for the inner and outer doors and had discussion on egress necessary for fire codes. Clark advised that all this will be worked out at a later date.

For booking and holding cells, Michelle advised us that the Chief said to go with whatever the minimum sizes would be. We also need to look into the minimum requirements for the juvenile holding cell.

Clark advised that the conceptual site plan is waiting on the survey. Windows will be shown when the interior floor plan is set. Clark said there would be at least two more revisions.

Alan asked about bullet proof glass. Jeremy said maybe ballistic film on the glass because it would be lighter and would hold the glass together.

There is no press release yet, but Clark is working on it.

Clark said we will have a budget ready at the appropriate time for any hearings.

At the last meeting we discussed having a public informational meeting to get more people involved. However, with Covid, we are not sure how to get our information out to the public. Bill hoped that when we put out a press release, and something on social media, more people would become interested. Clark asked if we could get a simple brochure together and distribute it to the citizens. Even something very preliminary with meeting dates and information like that. Robin discussed the fact that once we have a cost, we need to see what it will do to the tax rate and maybe incorporate that fact into the brochure.

Alan asked Robin when the next water bills were being mailed. Maybe we could get a brochure in with the bills and not have to have a separate mailing. Robin said they would go out sometime in January 2021. Everyone agreed that brochures were a good idea.

Becky and Robin had been discussing maybe a closed-captioned tv option? They will look into how much that would cost. Also maybe using Zoom or a way to set up a conference call? Michelle said that Berlin now does all their meetings on Zoom. She will speak with the Berlin city manager, Shelly, and

get some information on zoom meetings and get back to us. Robin said she could speak with Donna Jordan from the Chronicle and set something up with her for the newspaper.

We discussed trying to expand the committee to include more residents. Bill has been talking to many people and Gail has been talking to people who come into the library. Neither of them have had any luck.

Clark discussed the air conditioning for the building. It will not be central air. The air conditioning will be only where needed. We will be using a split system, heat pumps on the walls.

The PD will be air conditioned. The evidence room will be climate controlled and will have a small refrigerator. For the EMS, the air conditioning will be in Chief's office, bunk room, day room, and maybe others.

Outline specifications are still just a rough draft. We do not have a design yet just a vision of where we are headed. Everything will be modified and finished and ready January 15.

Alan asked if we could have a brochure ready in 30 days. Bill agrees we should try and get the brochure done. We should also try and get information out on social media, town website, and facebook.

Robin said it should be on official Town of Northumberland Board of Selectmen letterhead. Bill will work with Robin next week and figure out what we should put in the brochure and then bring it to Diane Daley to get it out to the public.

Clark will have the next version of the floor plan out by Friday of this week. The press release will be put out to review next week.

Our next meeting will be Tuesday, December 8, 2020 at 6:00PM at 10 Station Square.

Alan asked for a motion to adjourn. Michelle made a motion, Jeremy seconded. All in favor. Meeting adjourned at 7:05PM.

Respectfully submitted,

Gail Rossetto, Secretary