



## DRAFT

Public Safety Building Committee  
Meeting Notes  
March 29, 2013

**Members Present:** Ashar Nelson (VIA), Frank Koss, Al Barber, Alex Weinhagen, John Kiedaisch, Aaron Kimball, Joe Colangelo

**Members Absent:** Michael Bissonette

**Others in attendance:** NA

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1. **Meeting Start** - Meeting started at 2pm. Town Hall, 3<sup>rd</sup> Floor.
2. **Roles & Expectations** - Committee discussed roles and expectations moving forward. Purpose of the committee is to vet the project and make final recommendations to the Selectboard and public. A sub-committee will be formed to work specifically on design.

Police station design work: Ashar, Frank, Aaron, John;

Fire Station design: Ashar, Al, Frank, Aaron, John.

1. **Future meetings** - The Committee agreed to meet the 2<sup>nd</sup> and 4<sup>th</sup> Friday of each month at 3pm. Scheduled meeting dates for the summer are: **April 12, April 26, May 10, May 24, June 14, June 28, July 12, July 26, August 9, August 23, September 13, September 27.**
2. **Group Communication** - Internal communication between the 'Town' and 'Architect' will be made directly between Joe and Ashar. All Town communication will go through Joe to Ashar; communication from the consultant will go from Ashar to Joe.
3. **Meeting Notes & Agenda** – Joe will set the final agenda and take meeting minutes. Minutes and agendas will be available to the public on-line.

### 3. Project Components –

1. **Financial** – Joe reported he has application from Vermont Municipal Bond Bank; talking with private banks for short-term financing between April and August (when money would be available from the bond bank). Ashar will supply Joe with an anticipated schedule of summer expenditures to assist with the planning of short-term financing. Ashar handed out a document outlining the anticipated design and construction administration costs anticipated. This document showed the difference between designing the fire station and

police station at separate times compared to design both at the same time. The bond approved covers PD design costs; fire department impact fees will cover FD design. Committee dedicated to high quality final product at lowest cost possible.

## 2. Design/Construction –

- a. **Plan, Schedule, Scope** – Ashar will present the committee a schedule at the next meeting to be adopted as the working timeline moving forward. Committee wants to ensure that local contractors are fully informed of all project components and given the ability to bid accordingly.
- b. **Site Investigations** –
  - i. Boundary/Topo – Need to verify work completed by Llewellyn/Howley
  - ii. Geo Tech Engineering – To be done immediately. Rocky to coordinate effort
  - iii. Water flow test – Ashar and Rocky to coordinate
  - iv. Electrical Utility Contact – Rocky to make contact GMP
  - v. FD Roof Trusses – Ashar to investigate today (3/29)
- c. **Permitting** -
  - i. State permits needed
    - Alex to talk with VTRANS re: curb-cut
    - Wastewater Permit
    - Stormwater
    - Act 250 Amendment
    - Fire Safety
  - ii. Local permits needed
    - DRB – Anticipated schedule for DRB review:
      - i. May 6<sup>th</sup> – Application to Selectboard for Approval
      - ii. May 31 - Completed application to Planning Department
      - iii. June 18 – DRB review
      - iv. July 2 – DRB Review
      - v. July 16 – DRB Approval
- d. **Master Plan** – The committee needs to square up some loose ends with the master plan before submitting to the Selectboard for approval to go before the DRB. Namely, the issue of the current police station facility and the connector to Farmall.
- e. **Public Relations/External Communications** – Aaron Kimball to manage.

4. **Other Business** – Ashar gave Joe concept contract between Town and VIA. Joe to review with John Kiedaisch, Town attorney, and ultimately Selectboard.

5. **Close Meeting** – 4PM