

**North Brookfield Fire/DPW Renovation Committee
56 School Street
North Brookfield, MA 01535**

Meeting Minutes

What: North Brookfield Fire/DPW Renovation Committee

When: Thursday, March 21, 2024

Where: North Brookfield Police Station, 55 School Street

Time: 4:00 pm

Committee Member(s) in attendance: ***Eric Hevy, Brian Hayes, Jason Benoit, Paul Benoit***

Committee Member(s) absent: ***Darin Anderson***

Consultants: ***Anthony DiLuzio***, Colliers Project Manager; ***Jeff McElravy***, Tecton Architects.

Agenda

Approval of Minutes:

- Meeting Minutes 3/13/24 – ***Eric Hevy presented the meeting minutes of March 13, 2024 for the committee review. Motion to approve was offered and seconded. Hearing no discussion the passed by unanimous vote.***

Old Business:

- OPM Update
 - Bay Path Update – ***Colliers presented and reviewed the attached notes from the Bay Path scoping meeting.***
- Architect Update – ***Tecton discussed the process of revising the bid documents to annotate the work to be performed by Bay Path. Tecton is working on Project manual “front-end” coordinating with Town’s legal and insurance providers through Colliers. Tecton is finalizing the specifications and expects that bid documents could be ready in 3 weeks.***
- ***The update from Tecton developed into much conversation regarding the committee not having a chance to review the proposed bid documents. It was clear that the committee members wanted time to review the current/latest documents before they are finalized, and a have the ability to address any questions or concerns. The committee requested Colliers provide 3 hardcopy sets of full size plans. Colliers to order and deliver early next week. Tecton***

scheduled a meeting with Jason Benoit for Wednesday, March 27, 2024 to review proposed water connection location, Town owned kitchen cabinetry, and other questions relative to the proposed Highway Barn.

New Business:

- Grant Opportunity Update – *Eric Hevy reviewed with the group that there is very little in the way grants that are available for capital construction projects. The Town and Fire Dept continue to review grant opportunities for Vehicle Exhaust Ssystems, SAFER, and Firefighter related grants.*
- Community Concerns written Q&A – *Colliers reviewed the community questions and provided responses attached to these minutes.*
- Invited Guest Former Fire Chief Joe Holway

Public Comments:

- Through the Chair with 2-minute limit – Most of the public conversation related to the previous community questions. Those questions and responses have been updated based on the conversation during the Committee Meeting of March 21, 2024 as amended below

Future Agenda Items:

- *Plan review comments, modifications and acceptance.*
- *Discuss impacts of potential project delays of bidding or scope changes that require redesign effort*
- *Bidding process and schedule*

Determine next meeting: *April 4, 2024 at 4:00PM. North Brookfield Police Department.*

March 12, 2024

North Brookfield Fire & Highway
Meeting w/ Bay Path Regional Vocational Tech High School

Eric Heavy, Jason Benoit, Jeff McElravy, Tony DiLuzio, James Pockevisius (Bay Path), Dan (plumbing), Justin (electrical)

The above individual meet to review the scopes of work associated with renovating the former "HUK" building to accommodate the needs of North Brookfield Highway Dept.

- Bay Path will not be able to provide any carpentry tasks this year.
- Best time for electrical and plumbing is early in the school year (Sept-Dec)
- Mini-split system(s) can be furnished and install under the bid documents, wiring and controls by Bay Path
- Oil fired unit heaters at bay space under the bid docs, no student involvement.
- Roofing, wall systems, insulation, framing of mezzanine and break area shall all be under the bid documents.
- Overhead doors will be bid with wiring of motors by voc students.
- Bay Path does not have resources for any Drywall scopes.
- Acoustical ceiling work will be part of the bid documents.
- Bay Path will prepare a material supply lists for Highway to purchase.
- Highway to establish an account for electrical and plumbing supplies.
- Voc students will replace lighting, wiring, switching conduit etc in the bay spaces.
- Voc students can install and wire exhaust fans as needed.
- Demolition waste and disposal will be direct by the Highway Dept.
- Voc students can set base cabinet and hang uppers.
- Voc students do not install flooring, tile, paint, casing, or similar finish work.
- Project should add an emergency shower/eyewash combo, this can be installed by the Voc students.
- Highway will need to provide a man-lift for high bay work.
- Highway will need to provide portable toilets or similar for the students use.
- Voc students can install compressed air systems and hoses reels, (1) 2" exterior hose connection and (1) 3/4" hose connection.
- Bay Path confirmed it will have applicable insurance riders for students working at the site.
- Bay Path confirmed it will obtain applicable plumbing and wiring permits with the understanding that the permit fees will be waived.

Anthony J DiLuzio
Associate Director

North Brookfield Fire/DPW Renovation Committee
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March 13, 2024 Meeting Questions
Revised; March 22, 2024

Below is the list of questions that I received from concerned citizens/committee members at our last meeting on 3/13/24. There were many questions being posed, some were answered and others I was not able to answer. I advised the concerned citizens/committee member to email me their questions and I would get answers to them at the next meeting.

Questions:

1. I am wondering when a set of the original plans and the updated plans will be available. I understand from the meeting that Bay Path got prints from Tecton.
 - a. *The design team has continually provided progress sets “Not-for-Construction. If the Town has the ability, we can make the current drawings available to post on the Town website or by other means. Bid documents and permit sets will be issued under the normal course of business in the coming months.*

2. I have sheets from, I believe, Tecton that were an Opinion of Probable Project Costs from March 8, 2023, for the whole project. Are these still accurate? If anyone would like a copy of these, please let me know.
 - a. *Tecton and Colliers have produced several estimates. We continually revised the design to reflect the approved budget. This is very often a common occurrence. The current budget is attached to these questions. Shared with PM&C Estimate.*

3. Based on these sheets, I had a lot of questions which were never answered. Before I start with my questions, let me know if these are accurate.
 - a. *The information was reviewed with the attendees and will be loaded to the Town’s Website.*

4. I want you all to understand, this project is a concern to me as a resident and taxpayer. I also do not speak for my husband. He is much smarter than me on construction projects. As the Town Clerk I like to have copies of everything going on in town in the event that any other residents have questions which is why I attend meetings and keep everything. I do have a lot of information in my office so feel free to reach out to me if you have any questions or need anything.

- a. We are happy to work with appropriate Town personnel to maintain an online document portal to house all project related documents.*
5. I found this email in my work email that was previously sent to the committee, before the additional appointments. Just wondering if anyone has looked into this and begun the grant process. (Referencing AFG Grant)
 - a. At present Colliers and Tecton have not been asked to assist in this effort. Attendees discussed the fact that grants for building projects are historically not available.*
6. Why are we not upgrading the water line to the Fire Headquarters and DPW?
 - a. The DPW facility is expected to have a new water line installed. This work will be done by the Town's water dept as directed by the Selectboard. The Fire station waterline is not scheduled to be replaced as the funding was not part of the authorized amount. The project is very limited on any subsurface work to avoid unsuitable soils conditions.*
7. A statement was made by a committee member about the Town Accountant having problems borrowing money for this project because of the Private Ambulance Service being located in the public project.
 - a. Colliers and Tecton is not part of this conversation. Fmr Chief Holway explained to the committee that disclosure to the state revenue service is all that's required and that has been taken care of with the Town Accountant.*
8. I asked if Bay Path was going to be involved with the fire building and the response was no...
 - a. The project team met with Bay Path to review the extent of the work they could assist with. It was agreed based on their limited availability that the scope of work would be limited to the proposed new DPW location and not the Fire Station or Apparatus Building. Tecton is revising the drawings for the proposed DPW Building to show the agreed upon scope of work.*
9. I just wanted to address the status of the project plans for all buildings involved not being available for viewing by the public.
 - a. Colliers to work with the Town Clerk, Tara Hayes, to update the website.*
10. I would also make a recommendation to the committee to include upgrades to the aging utilities on all properties. The water service to the 2 buildings on School St. is over 130 yrs. old.
 - a. If additional funding is authorized or there are funds remaining at the completion of the project, the Town may undertake this work. It is not in the current construction documents or budget.*

11. The overhead electrical services are sagging badly and could possibly be struck. If these were relocated underground it would alleviate any chances of this happening as well as open more area for training with equipment safely and help prevent interruptions to critical town property/ services.
 - a. *This would be a significant expense and coordination with the utility provider. So as to not delay the current project we would suggest that this could be undertaken at a later date. The Town can reach out to its N-Grid contact to address the existing wires.*

12. The sewer system under the existing Highway barn already has issues with proper flow and should be upgraded as well.
 - a. *Based on the authorized funding this scope has been limited to meet the budget. If the bids are lower than anticipated or additional funds are authorized, we could entertain this work. Alternatively, the Town could take on a project like this with its own forces as part of a separate Town project.*

13. The Water Dept. uses the Highway barn sink as a registered testing site through MASS DEP. Will our department have 24 hour access to this building in the future?
 - a. *This will need to be confirmed with the Fire Department. The attendees discuss ed this, and agreed access would be maintained as needed.*

14. Current anticipated bidding schedule
 - a. *In general, the bid document should be completed in April. Public bidding under MGL 149 takes approximately 6 weeks. Colliers and Tecton will perform Filed Subbid and GC bid evaluations leading to a recommendation to award in July.*

15. EMS funds and usage
 - a. *The question was, can the ambulance be housed in a building other than Fire HQ. Fmr Chief Holway advised the group that it the Apparatus Building is consistent with the Fire Sation and there is nothing in the contract to the contrary. This is a non issue.*

16. Plans for the committee and the community
 - a. *Colliers will work with the Town Clerk to make information available on the Town's website. Colliers will deliver three hard sets of drawings to the Town on Monday, March 25, 2024*

17. Water line for new fire stations
 - a. *This item is addressed above.*

18. Existing fire station cancelling or delaying project
 - a. *Please clarify: Committee member Jason Benoit suggested delaying the fire station portion of the project based on the Town's financial*

situation. The committee and public discussed this at length. The committee would need to vote to make a recommendation to the selectboard. No action was taken on this question. Colliers and Tecton advised that delaying or cancelling the project would lead to additional costs and or code implications at a later date. Fmr Chief Holway advised that as a debt exclusion project it does not effect the individual department's operating budget.

Respectfully submitted,
Anthony DiLuzio,
Associate Director
Colliers Project Leaders