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TOWN OF BROOKLINE, NEW HAMPSHIRE

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Minutes DPW Building Committee Wednesday, May 19th, 2020

Committee members in attendance: Eddie Arnold, Dana Ketchen, Mike Wenrich, Todd Croteau, Cindy LaCroix, Brian Rater, and Tad Putney.

Eddie called the meeting to order at 6:30pm.

Minutes

Todd moved, seconded by Dana, to approve the May 13th minutes as written; vote in favor 7-0.

Discussion of Using Construction Management Firm

Cindy said she sees value in having a construction management (CM) firm involved given the other time commitments people like **Mike** and **Tad** have elsewhere. She said she is not familiar with North Branch, which had been selected last year. **Dana** said the key is the cost/savings benefit of a CM versus a General Contractor approach. **Todd** said it is critical to have someone overseeing the people doing the construction on close to a full-time basis.

Dana said the latest information is the likelihood of grant money is low. For energy efficiency grants, we can apply about eight months out from construction.

Tad asked **Todd** and **Cindy** if they would expect to normally see a CM used for constructing a DPW garage. Both said yes. **Todd** said the CM also provides legal and warranty coverage.

Mike said he sees merit in just having a local general contractor do the facility and save money, but he has also seen the value North Branch has provided in working with them last year.

It was agreed that we will ask North Branch to provide a Guaranteed Maximum Price based on the latest plans. **Cindy** said that will include information on their costs during construction and will allow us to better evaluate the value of their potential involvement. **Cindy** suggested we also ask North Branch to provide a schedule with the GMP.

Cindy asked if the architect has time he owes us to refine the plans further without additional cost. The answer to this questions will be looked into.

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Review of Building and Site Plans

Members reviewed the site and building plans. **Dana** suggested a site visit, but suggested the building's location be staked out first. **Mike** will pursue getting the location staked.

Eddie suggested we consider a tube and tarp structure for the salt/sand shed over a wooden structure. **Todd** said the covering of the shed in Hollis is 15 years old and is still aging well. He said such an approach would save money and, if we are interested in saving some money, the salt shed is where he would do it. **Eddie** noted we would also save \$7,000 in architectural fees if we avoid designing a wood structure. **Mike** said he will pursue an estimate for a shed structure, based on our planned size, through ClearSpan for the next meeting. It was noted North Branch should be advised of our current plans for the shed as they are different from what was discussed most recently with them.

Tad asked if solar panels would even be possible on the roof given the single slope and its direction. The answer was no. There was discussion about ground mounted solar, but the site does not appear favorable for it given the significant trees and slope around the site. **Brian** said it would be nice to include solar, but he does not want to change the functionality of the building so much in order to make solar work. Geothermal was noted as another energy efficiency options and it was determined that such an option should be pursued with the CM, if used. **Dana** said we will need to investigate options for energy efficiency.

Dana asked about on-site fuel storage. **Mike** said, based on his visits to other DPW facilities, a small scale above ground tank is not uncommon. **Todd** said Jaffrey and Hollis do not have them and he is torn with the idea of having one given the increasing permitting and environmental issues that come with them. **Eddie** said if it is done, he would suggest a concrete bunker to contain any spill. **Todd** said that he is concerned the addition of any fuel storage to our plan, given the proximity to wetlands, will escalate the complexity for the project.

Project Timeline

Members reviewed a draft project timeline and added to it (see attached).

Schedule Next Meeting

After some discussion, it was decided the next meeting will occur in the upstairs auditorium of the town hall. The next meeting would be Tuesday, May 26th beginning at 7:00pm.

Meeting adjourned at 8:35pm.

Minutes submitted by Tad Putney.

Public Works Garage – Project Timeline (May 19, 2020)

May/June

- Obtain projected total price (GMP)
- Discuss/confirm sizing of facility and site plan
- Evaluate use of construction management firm/alternative
- Project annual bond payments
- Develop statement of need (Todd)

June/July

- Continue compiling list of building equipment needs/accessories (include in SB briefing)
- Obtain Selectboard approval of CM/alternate approach; discuss GMP and annual costs
- Modify/refine project scope based on GMP
- Identify high-level guidelines/themes for pitching project
- Investigate solar and other energy efficiencies (cost/benefit/payback)
- Prepare summary for Selectboard (what has been done and where we are headed)

End of July – Interim report to Selectboard and Finance Committee

August/Sept

- Finalize list of building equipment needs and accessories
- Architect and mechanical engineer refine plans
- (August) - Meet with conservation commission (11th) and planning board (20th)
- Update project costs
- Update bond schedules
- Develop (with CM or architect?) 3D model of facility; could use high school, if needed
- Develop building's annual operational cost estimates

Oct/Nov

- Initial budget hearing
- Update report/presentation

December

- Develop overview presentation
- Initiate public input sessions

Jan/Feb

- Public input sessions
- Meetings with civic groups
- Develop 2021 construction timeline

Mid-February – Bond Hearing

March 10th – Bond Vote (two thirds approval required)