

**BUILDING COMMITTEE  
MINUTES FEBRUARY 16, 2012  
Un-APPROVED**

**Present:** Mike Bouchard, Jeremy Januskiewicz, Halsey Platt, Susan Daly, Chief Joe Bosselait, Jack Petropoulos

**Absent:** Val Prest

**Also Present:** Mark W. Haddad, Town Manager; Patrice Garvin, Executive Assistant

Mr. Haddad called the meeting to order at 1:00pm. Mr. Haddad introduced the ex-officio members Chief Joe and Sue Daly and explained that they will be voting members of the committee. The Committee discussed whether or not the Groton Fire Firefighters should be voting members of the Building Committee. The Committee agreed with Mr. Haddad's decision to make Chief Joe and Ms. Daly voting bodies. Mr. Haddad stated that the committee needed to organize. Mr. Bouchard asked about the committee's charge. Mr. Haddad explained to the group its charge. The Building Committee charge is to help build a new fire station and the first step is site analysis. Mr. Haddad addressed the two other sites for potential fire stations; Station Ave and Prescott School. The third site is the Lawrence Homestead site, which the current RFP is looking at for site analysis. The Lawrence Trustees are willing to lop off 2 acres of their 11 acre site, for a possible fire station.

Mr. Haddad stated that twelve proposals have come in, 31 had been requested. The Building Committee will help hire the Architect to do the site analysis. Each member will take the twelve proposals and decide which ones to bring in for an interview. The timeframe also follows the Prescott Architects, who are also analyzing the Prescott site for a fire station. Mr. Haddad hoped to have all data in by April 2<sup>nd</sup>. Chief Joe and Ms. Daly were concerned with getting response times for the locations presented, and which site would be the best site. Mr. Haddad also requested that the Committee select a day next week to conduct interviews. Once a firm is chosen then the Town Manager and some Committee members will negotiate a price. Mr. Cunningham asked why the date of April 2<sup>nd</sup> was chosen. Mr. Haddad stated that if all the site analysis was done by then it would be enough time to get it on the warrant and then hold public hearings.

**ORGANIZATION**

Mr. Petropoulos nominated Mr. Bouchard as Chair. Mr. Bouchard thought it would be better if Mr. Petropoulos was chair.

*Mr. Bouchard nominated Mr. Petropoulos for Chairman. It was unanimous that Mr. Petropoulos be Chairman.*

*Ms. Daly nominated Jeremy Januskiewicz as Vice Chair. It was unanimous that Mr. Januskiewicz be Vice Chair.*

*Chief Joe nominated Mr. Bouchard as Clerk. It was unanimous that Mr. Bouchard be Clerk.*

**NEXT MEETING**

Mr. Haddad stated that the next meeting would be on February 22<sup>nd</sup> at 1:00pm. Mr. Petropoulos asked Mr. Haddad to guide the committee through the criteria of the RFP and how to go about reviewing the proposals. Mr. Haddad listed the criteria. Mr. Haddad noted basic requirements that proposals should have and he volunteered to weed those out. Chief Joe suggested a spreadsheet to plug into as people review. Mr. Platt suggested not making the process overly complicated and for each member to come back with their top three choices. The group agreed to come to the next meeting with their top choices.

**ADJOURNMENT**

*Mr. Bouchard moved to adjourn the meeting at 1:50pm. Mr. Januskiewicz seconded the motion. Meeting adjourned.*

Approved: \_\_\_\_\_  
Mike Bouchard, Clerk

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respectfully submitted,  
Patrice Garvin  
Executive Assistant to the Town Manager

Date Approved: 2-27-12