

**BUILDING COMMITTEE  
MINUTES FEBRUARY 22, 2012  
Un-APPROVED**

**Present:** Jack Petropoulos, Chairman; Jeremy Januskiewicz, Vice Chairman; Mike Bouchard, Clerk; Halsey Platt; Val Prest; Susan Daly, Ex-Officio; Chief Joe Bosselait, Ex-Officio,

**Absent:** Jeremy Januskiewicz

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

*Mr. Petropoulos called the meeting to order at 1:05pm*

Mr. Petropoulos asked the committee how they wanted to proceed when discussing the RFP and asked each member their process when selecting their top picks. Mr. Bouchard stated that he looked for proposals that were not boiler plate and that referenced local projects. Mr. Bouchard stated that he graded each proposal and had four in the A Category. Ms. Daly stated that she looked at prior fire station experience, smaller companies and her top picks had a good understanding of fire station. Mr. Prest was unfortunately unable to review all the proposals but for the ones he did he created a check list of those with experience in building fire stations. Mr. Prest also looked closely at subs and how the principle treated their subs. Mr. Prest also looked at liability insurance.

Mr. Haddad stated that only one proposal did not meet all the basic requirements. Chief Joe looked at the basics first like spelling and presentation then if the proposal was boiler plate or more specific to Groton. Chief Joe also looked at prior experience. Mr. Platt looked at if a proposal had fire station programming and if the proposal had what the department needs. Chief Joe added experience with MA building code was crucial. Mr. Haddad suggested four to five interviews.

Mr. Petropoulos decided to go through each proposal and determined who voted yes. Jeremy arrived at 1:30 and presented his yes votes.

1. Juster Pope Frazier Architects- Yes: SD, VP, MB, JJ
2. Kaestle Boos Associates, Inc- Yes: HP, MB, SD, Chief, JJ
3. Maguire Group, Inc.- Yes: Chief, JP (Mr. Haddad pointed out the MaQuire had filed for bankruptcy)
4. The Carell Group- Yes: HP, SD, JP
5. Lieb Architects- YES: SD, JJ
6. Tecton Architects- Yes: Zero (0)
7. TBC Architects- Yes: Zero (0) ( Mr. Haddad stated they were not in compliance)
8. Galante Architects- Yes: HP, VP
9. Dore & Whittier Architects- Yes: Chief, MB, VP, JJ
10. CMK Architects, P.A.- Yes: Zero (0)
11. Donham & Sweeney Architects- Yes: Chief, SD, HP, MB, JJ
12. Winter Street Architects- Yes: Chief, SD, HP, MB, JP, JJ

Mr. Petropoulos counted the votes. Winter Street had six (6) yes votes; Kaestle Boos had five (5) yes votes; Donham & Sweeney had five (5) yes votes; Dore & Whittier had four (4) votes as well as Juster Pope Frazier had four (4) votes. These are the top five picks. Discussion ensued of which top five should come in for an interview.

**Winter Street Architects**

Mr. Prest did not have time to review this proposal. Chief Joe expressed concern with Winter Street because of past dealings with them. Winter Street designed the Lost Lake Fire Station and the Chief found that building code was missed as well as some other things. Chief Joe added that no one listed on the current proposal was involved with Lost Lake. Mr. Januskiewicz liked Winter Street and they were used for the Ayer fire station. Winter Street used a collaborative approach in Ayer which was well received. Mr. Bouchard stated that questions regarding subs can be asked at the interview, addressing some of the Chiefs concerns. Mr. Petropoulos liked Winter because it was medium size, conducted a needs analysis and have a completed project in Ipswich. Ms. Daly recommended that they come in for an interview.

**Donham & Sweeney Architects**

Mr. Bouchard stated that this firm was good at cost estimating and that designed a lot of stations. Ms. Daly stated that the firm did its homework on the Town. Chief Joe stated that the firm provided a good summary and seems to understand the challenges moving forward. Mr. Prest suggested that this firm be brought in for an interview. Mr. Petropoulos stated that this firm's proposal was good, that they had good cost analysis and experience building fire stations.

#### **Kaestle Boos Associates, Inc**

Mr. Platt liked this firm due to its emphasis on a proper fire program. Ms. Daly thought they had fire experience and knew the MA Building Code, plus experience in feasibility studies with response time. Mr. Platt stated that this firm builds ten (10) public safety buildings in Massachusetts. Chief Joe stated that they know the code. Mr. Bouchard stated that the firm seemed to have a lot of in-house experience. Mr. Prest replied that in-house was good for project management as well as cost. Mr. Petropoulos was unsure of this firm due to the partnering with Mitchell and their lack of experience. Mr. Petropoulos added that there was no needs analysis done, and their proposal was subject to inefficiencies by using Mitchell. Mr. Petropoulos suggested that this could be a question during an interview.

#### **Juster Pope Frazier Architects**

Mr. Bouchard stated that this firm was small and focused. Ms. Daly liked them due to their communication with fire departments. Mr. Platt was concerned with a paragraph that seemed to be against their own employees. Mr. Prest addressed that concern and stated that you need someone in the field that can make quick but important decisions. Mr. Platt stated that this firm had only built 1 fire station in three years. Mr. Petropoulos added that they were small in scale. Mr. Petropoulos added that there was no cost analysis in the proposal. Mr. Petropoulos suggested removing them from the list to be interviewed. The committee decided to remove this firm from the interviewing list.

#### **Dore & Whittier Architects**

Mr. Haddad spoke to his personal experience with this firm. Mr. Januskiewicz liked this firm and liked how they fit the station with the neighborhood. Ms. Daly liked the training ideas that were placed within the design. Mr. Petropoulos thought this firm was large and did not have a lot of fire station experience and was lacking in needs assessment. The Group thought this firm should be interviewed.

#### **The Carell Group**

Mr. Petropoulos liked this firm because it was small and tight with their subs. Mr. Petropoulos stated that it was a small firm and were recently in other towns. This firm knows police and fire buildings and had good needs analysis. Currently this firm is working on two fire stations. Mr. Januskiewicz expressed concern with this firm and problems they have had recently in other towns.

Mr. Petropoulos stated that the committee has identified four firms to interview. Winter Street, Dore and Whittier, the Carell Group and Kaestle Boos Associates. It was decided that Mr. Haddad would contact the firms and set the interview times. Mr. Haddad and Chief Joe would conduct reference checks on the towns the firms listed. Chief Joe would contact those towns' fire chiefs and Mr. Haddad would speak to Town Managers. After some discussion the committee unanimously chose not to interview this firm due to known issues with other towns. The Committee decided to interview four of the top five firms chosen.

The interview date is Monday February 27<sup>th</sup> starting at 12:00pm. Final List: Winter Street Architects; Kaestle Boos Associates, Inc; Dore & Whittier Architects; Donham & Sweeney Architects

#### **Committee Charge**

Mr. Petropoulos presented the committee with an altered charge which is to analyze all three sites 1. Prescott 2. Station Ave 3. Lawrence Trust. Mr. Haddad stated that once the charge is approved by the committee he would bring it to the Board of Selectmen to approve. Mr. Petropoulos stated that goal of the committee is to get a site passed at town meeting. Mr. Haddad stated that all data on all three sites would be ready for comparison, including response

time. Mr. Petropoulos stated that as a committee we can decide if a selection is ready to go to Town meeting or not. Discussion ensued regarding whether or not to accept the new charge.

The Committee recognized the time frame and thought that an added charge of reviewing the other two sites may be a challenge. The Committee unanimously felt that time to develop a well formed recommendation in time for the Spring Town Meeting.

Mr. Platt moved to accept the altered charge to review and recommend a site for a new fire station. Mr. Bouchard seconded the motion. Motion unanimously carried.

**IT, Communication Out**

Mr. Petropoulos suggested minutes, agenda, updates be sent to the Grotonline and requested a general email address for residents. Discussion ensued as to whether an email address would cripple the committee. The Committee decided that an email address would be a good way to gather feedback and to then put out an FAQ. Mr. Petropoulos stated that he would write up summaries of meetings and Ms. Garvin would distribute to the press. Ms. Garvin would set up a Building page with updates, email address for questions and minutes.

Groton Herald, Groton Landmark, Lowell Sun, Cable and local blog The Groton Line will be sent meeting summaries.

**ADJOURNMENT**

*Mr. Bouchard moved to adjourn the meeting at 3:15pm. 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