



## MEETING MINUTES

**DATE OF MEETING:** August 20, 2012

**PROJECT:** Groton Center Fire Station

**PROJECT NO.:** 12-635

**SUBJECT:** Meeting with Town of Groton Building Committee

**ATTENDING:**

Mark Haddad (MH)	Groton Town Manager
Jeremy Janskiewicz (JJ)	Building Committee- Chair
Susan Daly (SD)	Building Committee – Vice Chair
Joseph Boselait (JB)	Fire Chief- Town of Groton
Mike Bouchard (MB)	Building Committee Member and Clerk
Halsey Platt (HP)	Building Committee Member
Val Prest (VP)	Building Committee Member
Steve Webber (SW)	Building Committee Member
Don Black (DB)	Building Committee Member
Patrice Garvin (PG)	Exe. Assistant to Town Manager
Michael Josefek (MJ)	Architectural Consulting Group (ACG)
John Perry (JP)	Gale Associates (GA)
Donald Walter (DW)	Dore & Whittier Architects, Inc. (DWA)
Alan Brown (AB)	Dore & Whittier Architects, Inc. (DWA)

ARCHITECTS  
PROJECT MANAGERS

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1. JP reviewed the latest refinements to the Site Plan (sheet C101)
  - a. The building foot print has not changed very much from the footprint at Town Meeting and is still around 13,680 SF.
  - b. There are 3 handicap accessible parking stalls at the front of the building.
  - c. There are a total of 25 parking stalls.
  
2. JP reviewed the latest site grading plan (sheet C102)
  - a. Grading pitches towards the front and back of the site.
  - b. The proposed grading and drainage plans are intended to maintain existing drainage patterns to the extent possible. Peak flows will not be increased at the design point.
  - c. A retaining wall up to 5'-0" is still required along the south side of the site to help maintain the existing trees
  - d. Some pruning of the trees will be necessary.
  - e. There will be a wood fence on top of the wall when the change of height requires fall protection (about half the length of the wall).
  - f. The retaining wall will be a modular wall with the appearance of field stone. GA will submit product literature for review.

- g. Neighbors in attendance (the O'Connor's) requested the Design Team look at adding plantings along the south property line near the front of the site where there are less existing trees.
  - h. The top of the retaining wall will have drainage swale and have crushed stone and geotextile fabric behind it to allow proper drainage.
  - i. MH requested detailed easement drawings of the sewer line to review with Lawrence Homstead Trust.
  - j. JP will calculate the cut/fill for the site and get to the Committee before the next scheduled meeting.
  - k. Michelle from planning mentioned that an earth removal permit will be required. The Town also requested that the specifications include a statement regarding the excess fill will be property of the Town and will be hauled somewhere within the Town of Groton (a specific location to be determined at a later date). JP will work with Tom Delaney to see if the Town has a location.
  - l. MH mentioned that Nitsch Engineering has been hired for a peer review of the site design once the final plans have been prepared. The BC will also invite abutters and Scott McDonald to review.
  - m. Retention control will be provided by a chambered underground structure which then flows to a swale to delay the flow.
  - n. Snow storage will be on site with two areas designated as snow storage. If the height of the snow storage area exceeds the Town requirements, the snow will have to be hauled away as with most sites in Town. The Town's department of public works will be responsible for hauling away the excess snow.
3. JP reviewed the latest sewer line drawings including a sewer line profile.
  - a. A Con. Com. permit will be applied for right after the site plan application.
  - b. The sewer line will run via gravity to the existing Public Safety Building with several manholes.
  - c. The Public Safety sewer lift station will be upgraded with a new package grinder pump system (replaced in kind). The existing system is around twenty years old and getting near it's expected life.
  - d. JP was asked to consult with the Town of Pepperell DPW who helps the Town of Groton. They will be reviewing the sewer drawings eventually.
4. MH asked that the driveway cut permit be included along with the site plan permit. JP to include.
5. JP asked the Fire Department the weight of their apparatus, especially the heaviest trucks (tanker or Ladder truck) in order to design the underground structures and paving and concrete apron. JB or SD will get GA this information.
  - a. Initial Information given at the meeting:
    - i. Ladder Truck – 69,500 lbs with three axles
    - ii. Tanker Truck – 56,000lbs with three axles
  - b. The Fire Department will try and get the actual axle loads.
6. The final Geotechnical report will be done sometime this week. It was discovered that ground water is approximately 6'-0" or more below grade. There should not increase the cost of construction since our footing will be above this level.
7. The Fire Department asked to add a roof hatch at the Training Stair for training purposes. D&W will add.

8. AB and DW presented the latest floor plans. The overall square footage is currently at 18,785 SF. This is 5 SF over the accepted Schematic Design area with all the changes to the roof. Other items included:
  - a. The Air Handling Unit (AHU) will be located above the Apparatus Bays. There will be a walkway around the equipment, but the Design Team recommends just putting up a temporary ladder up to the walkway when maintenance is required. This would be acceptable to the BC. D&W to make sure that OSHA requirements are followed (ie cage or harness requirements).
9. AB and DW presented the revised Building Elevations. The changes reflect the reduce height of 35 feet to the peak of the highest roof (not the cupola which can go above this height).
  - a. The elevations were well received and agreed to have them presented to next HDC meeting Tuesday evening 8-22-12.
  - b. The BC agreed to remove the eyebrow dormers at the west elevation. D&W will make the change.
  - c. D&W will re-examine the Training Stair roof. The BC would like to see the roof broken up with different roof planes. D&W will examine.
  - d. Several members asked if the building elevations could be labeled from where the view is from and not just north, south, east, west elevations. D&W will add.
10. AB and DW presented a revised Building Rendering. The BC liked the rendering except for the changes proposed on the Building Elevations listed above.
  - a. D&W will add the existing fire hydrant located along Farmers Row to help orient the viewer.
  - b. The colors are a bit lighter gray, but actual samples of Cement Fiber Board were presented with the colors discussed previously.
11. The Project Schedule has been revised and a copy handed out at the meeting. Due to an approximate three week delay, D&W has laid out the worst case scenario. With Bidding over the Christmas Holidays with bids due Jan 18, 2013. The BC would like to have bidding completed Bidding before Christmas if possible in order to have Town Meeting vote on January 21, 2013. D&W will try and accelerate the Schedule to make up the three weeks.
12. It was decided to discuss the pros and cons of Bidder Prequalification's at the next BC meeting (9-7-12). D&W to work with ACG.
13. MJ reviewed the meeting between ACG and D&W at their offices.
  - a. They are just getting familiar with the Project. D&W reviewed the history of the Project.
  - b. They thought the plans were well thought out and that the major room components required for a typical Fire Station are being addressed.
  - c. They reviewed the SD Cost Estimate and did not see anything out of the ordinary.
  - d. They have seen construction costs beginning to go up slightly in the last few months.
  - e. They are looking forward to reviewing the DD plans and cost estimates.
14. Public Relations:
  - a. Some citizens are concerned whether the Town has enough votes and the funds
  - b. There has been a great deal of mis-information in the community including the local newspapers. The BC needs to address this issue.

- c. It was agreed to have Jack Petropoulos, former chair of the Building Committee will write a letter to the editor on the history of the Project. The Building Committee will also prepare a letter to the editor.
  - d. The BC will set up an interview with the "Around Town" local television show.
  - e. D&W will look into preparing a 3D walkthrough or slide show to help illustrate some of the interior spaces (ie Apparatus Bays, Fitness Room, Dorms, and Training Room). DW mentioned that this may take a little of time to prepare and will investigate.
  - f. The BC will set up a Project update meeting with the Selectmen on 9-10-12. D&W will attend to give a brief 25 minute summary.
  - g. The BC will have a table present at the Groton Fest on 9-22-12.
  - h. The BC is planning to hold another Public Hearing on October 9, 2012 to inform the Town of the progress of the Project. The Design Team may have to attend.
  - i. There is the Town Meeting scheduled for October 15. The Design Team may have to attend.
15. The Town plans to upload D&W's Building Committee's Meeting Minutes to their website.
16. MH is checking to see what the Town's legal counsel response on the re-use of the existing plymovent system. The Town will want to have the General Contractor to remove the system from the existing fire station and re-install in the new fires station. The Plymovent proposal has the list of equipment to be moved. Information to be included in the bid documents.
17. The Design Team has compiled a list of questions that need answers from the Building Committee. The list and responses are attached to these Meeting Minutes.
18. The BC would like to stay with stainless steel countertops on wood cabinets in the kitchen
19. Next Building Committee meeting:  
a. Next meeting will be at the Groton Town Hall, Monday September 7, 2012 at 9:00am.

The above is my summation of our meeting. If you have any additions and/or corrections, please contact me for incorporation into these minutes. After 10 days, we will accept these minutes as an accurate summary of our discussion and enter them into the permanent record of the project.

Sincerely,

**DORE & WHITTIER ARCHITECTS, INC.**

Architects ■ Project Managers



Alan Brown, AIA, NCARB, MCPPO  
Project Manager

Encl: Agenda dated August 20, 2012  
Floor Plans and Building Elevations dated 8/20/12  
Questions for Groton Building Committee as of 8-20-12

c: Mark Haddad - for Dist      Town of Groton  
Michael Josefek                  Architectural Consulting Group

Mark Shoemaker  
John Perry  
Elizabeth Lewis  
Dominick Puiello  
Peter Bradley  
Donald Walter  
Sarah Shepard  
Chris Sullivan  
Bruce Dillon  
File

CR Architecture + Design  
Gale Associates  
Gale Associates  
GGD  
PM&C  
Dore & Whittier Architects, Inc.  
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# **Fire Station Building Committee**

## **Meeting Agenda**

August 20, 2012

9:00am

**New Center Fire Station Study**

**Groton, Massachusetts**

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### **Meeting Goals:**

- Review Site Plan changes and refinements
- Review Floor plan Changes
- Review revised building elevations
- Review revised Rendering
- Review Status of Permits and Town Board/Com. Meetings
- Discuss Bidder Prequalification's
- Review Project Schedule

#### **1. Review Site Plan**

- Grading schemes
- Drainage patterns
- Geotech Status

#### **2. Review Floor Plan Changes**

- AHU in Apparatus Bays
- Delete door to Fire Pole

#### **3. Review Building Elevations and Rendering**

- Changes due to lowering roof peak

#### **4. Review List of Questions from Consultant Meeting**

#### **5. Bidder Prequalification's**

#### **6. Review updated Project Schedule**

- Design Development 7/10 – 8/31
- Owner Review and  
Cost Estimate Preparation 8/27 – 9/7
- Construction Documents 8/27 – 11/23/12
- Contractor Pre-qualifications 9/17 – 10/12/12
- Owner Review and  
Cost Estimate Preparation 11/26 – 12/7/12
- Bidding 12/10 – 1/18/13
- Town Vote and Award 1/21 - 3/15/13

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- Construction 3/18/13 - 3/18/14

**7. Plan for upcoming Board Meetings**

- Planning Board 9/20/12 (to be verified)
- HDC 8/21/12
- Wetlands walkthrough with LHT 8/22/12

**8. Upcoming Meetings**

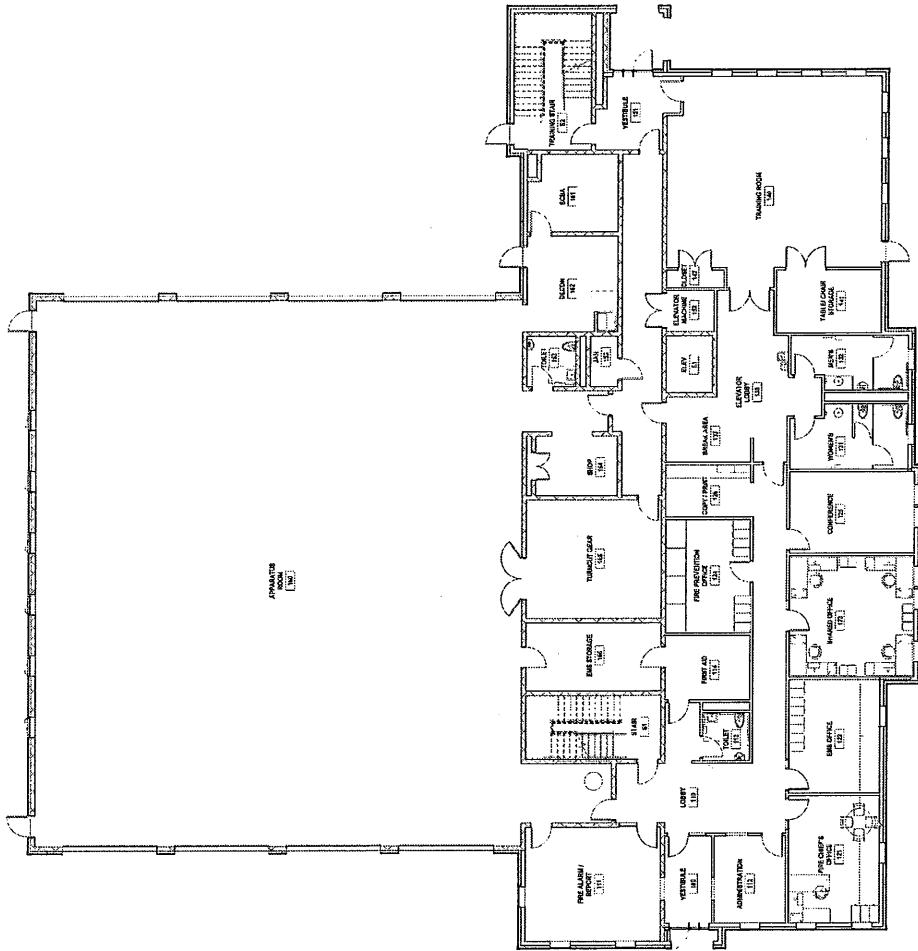
- Upcoming Building Committee meetings  
9/7/12 – Design Development and Estimate  
Projected 9/21, 10/5, 10/19, 11/2, 11/16, 11/30

**Question's for the Groton Building Committee**

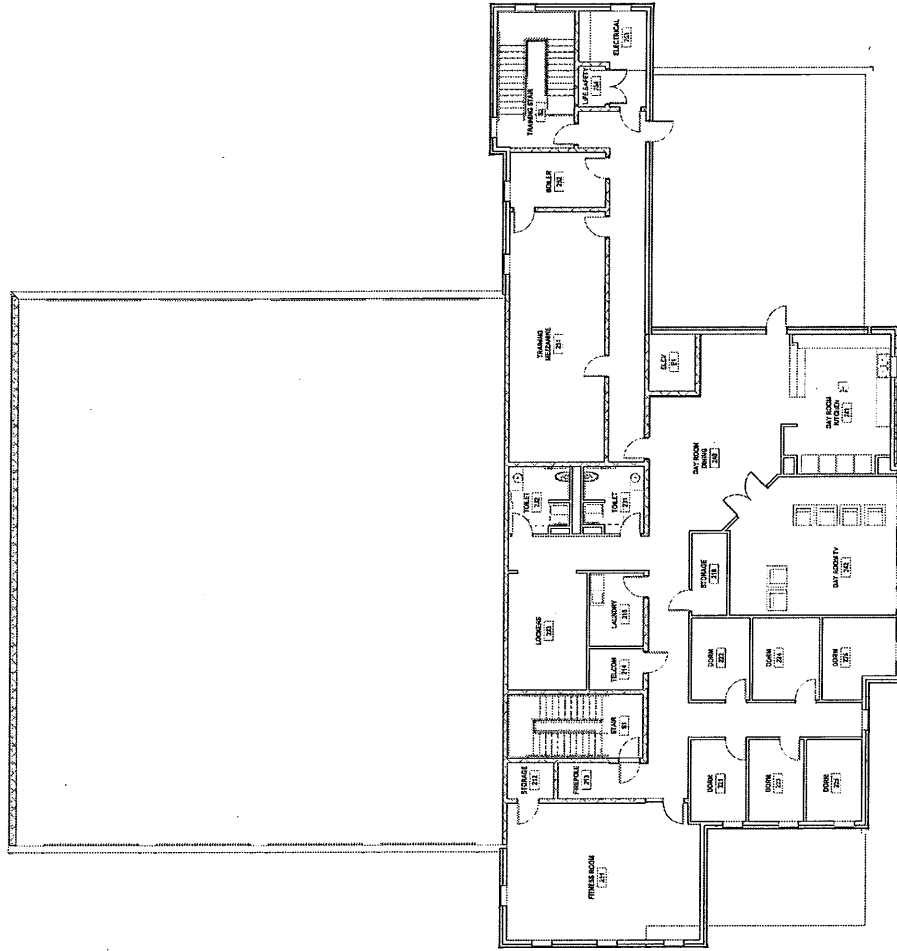
Item #	Item	Answer	Date Answered
1	Fiber Optic cable run between Fire Station & Police Station. Is this necessary. If so Gale to carry as add alternate.	The Owner does want. It is being shown on Civil Drawings	8/20/12
2	Gale needs plans from the town showing locations of utilities at Farmer's Row. Have contacted Tom Delaney and are waiting.	These plans are still needed. John Perry to continue to ask Tom Delaney	Ongoing
3	Memorial Garden: Does this want a flag pole? Will the flag be left up overnight? If the flag is left up lighting is an issue. The suggestion of a Maltese Cross has been made, what is the committee envisioning?	A raised flower bed with a flag pole. Possibly a n outline of a maltese cross in the pavers. Gale to start showing on site plan	8/20/12
4	What training activities will be occuring & where? In the Apparatus Bay, and on the training roof.	Yes. Need separate meeting with Fire Department	ongoing
5	Should the design include an add alternate for continueing the radiant in a concrete apron outside Apparatus Bay	Yes. Provide and Add Alternate	8/20/12
6	Number of truck fills required at Apparatus Bay	3 truck fiils in front bays and three at rear bays. Do not have a bays closest to the Administration Wing.	8/20/12
7	What are all of the required connections, and their locations for each truck in Apparatus Bay	Yes. Need separate meeting with Fire Department	ongoing
	Currently showing (1) water fountain in plan. Fire department uses bottled water. Would they like to have a bottle filler added in the fitness room.	Yes, they would like a bottle filler with a chiller outside of Fitness	8/20/12







1 FLOOR PLAN LEVEL 1  
1/8" = 1'-0"



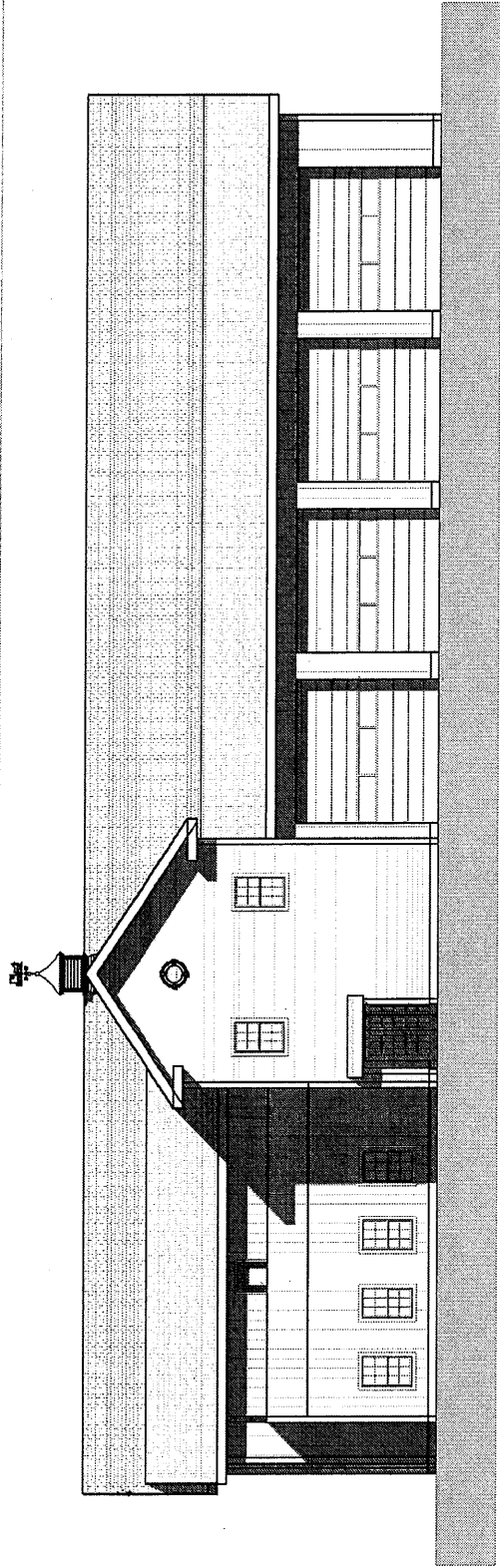
1 FLOOR PLAN LEVEL 2  
1/8" = 1'-0"

# Center Fire Station

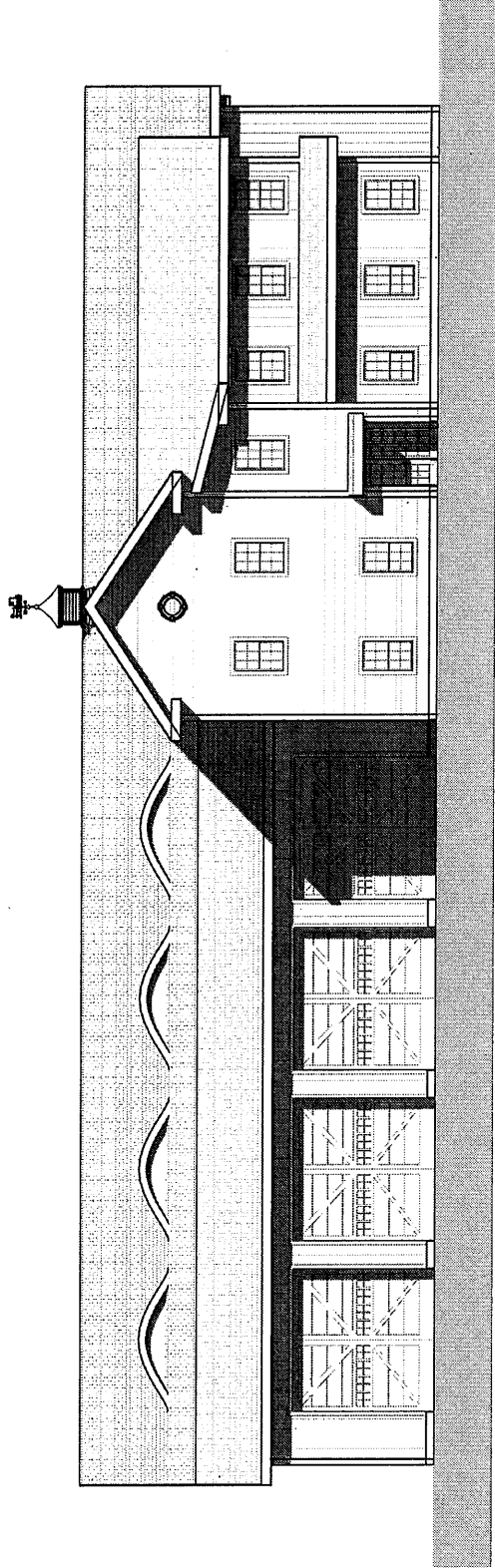
GROTON, MASSACHUSETTS

August 20, 2012





1 EAST ELEVATION  
 $\frac{1}{16}'' = 1'-0''$



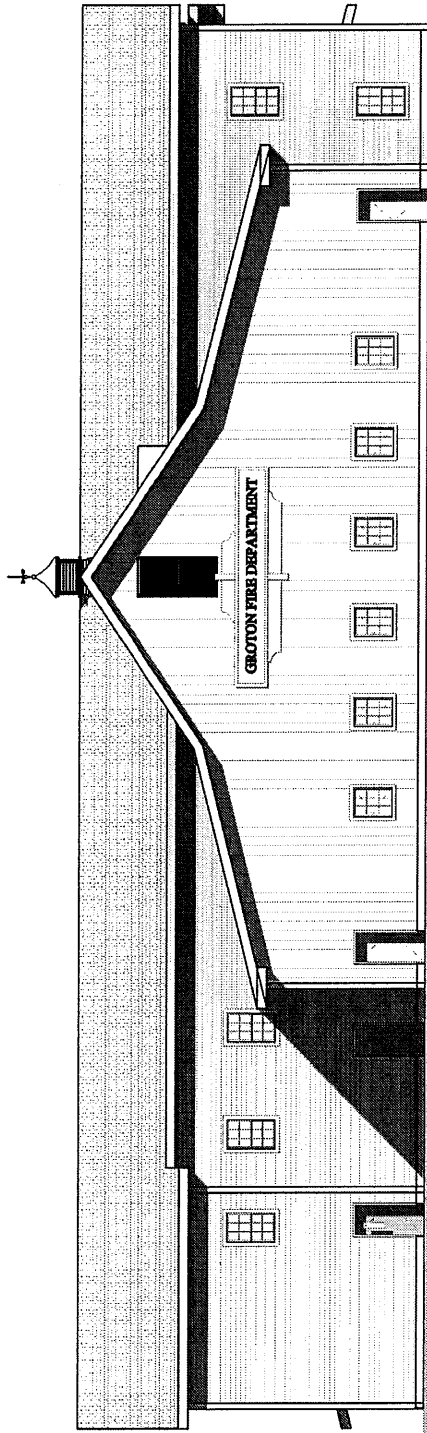
2 WEST ELEVATION  
 $\frac{1}{16}'' = 1'-0''$

# Center Fire Station

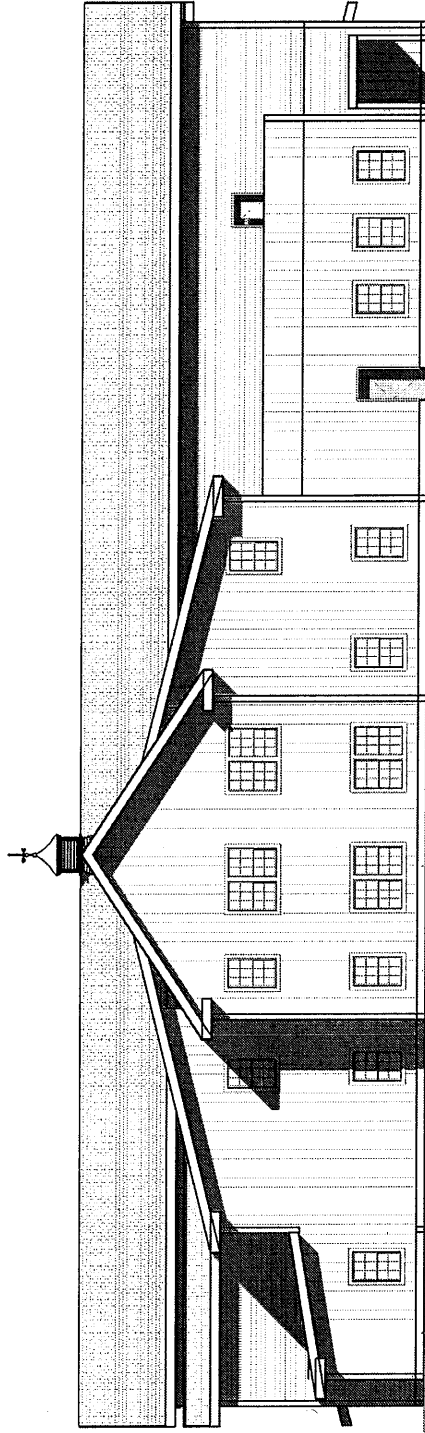
GROTON, MASSACHUSETTS

August 20, 2012





1 NORTH ELEVATION  
1/8" = 1'-0"



2 SOUTH ELEVATION  
1/8" = 1'-0"

# Center Fire Station

GROTON, MASSACHUSETTS

August 20, 2012



# Center Fire Station

GROTON, MASSACHUSETTS

August 20, 2012



**BUILDING COMMITTEE  
MINUTES AUGUST 20, 2012  
Un-APPROVED**

**Present:** Jeremy Januskiewicz, Chairman; Mike Bouchard, Clerk; Val Prest; Halsey Platt; Steve Webber, Susan Daly; Don Black

**Also Present:** Mark W. Haddad, Town Manager; Patrice Garvin, Executive Assistant; Don Walter and Allan Brown Dore and Whittier; John Perry Gale Associates

Chairman Januskiewicz called the meeting to order at 9:00am.

Mr. Bouchard asked that all meeting minutes be updated and approved. Mr. Bouchard also asked that moving forward the minutes are approved and up to date on line.

*Mr. Bouchard moved to approve the meeting minutes of March 30, 2012. Mr. Prest seconded the motion. Motion carried with 2 abstentions.*

*Mr. Bouchard moved to approve the meeting minutes of April 2, 2012. Ms. Daly seconded the motion. Motion carried with 2 abstentions.*

*Ms. Daly moved to approve the meeting minutes of June 6, 2012, as amended. Mr. Prest seconded the motion. Motion carried with 2 abstentions.*

*Ms. Daly moved to approve the meeting minutes of June 19, 2012. Mr. Prest seconded the motion. Motion carried with 2 abstentions.*

*Mr. Prest moved to approve the meeting minutes of July 10, 2012. Mr. Bouchard seconded the motion. Motion carried.*

*Mr. Bouchard moved to approve the meeting minutes of July 20, 2012. Mr. Prest seconded the motion. Motion carried, 1 abstention.*

*Mr. Bouchard moved to approve the meeting minutes of August 3, 2012, as amended. Ms. Daly seconded the motion. Motion carried.*

**SITE PLAN**

Mr. Perry stated that no much has changed since Town Meeting regarding the footprint and that the footprint was still 13,600 square feet with a 345 foot setback. Mr. Perry gave a grading and drainage overview and update. Mr. Perry noted a retention wall that would gradually slope down. Mr. Haddad noted the easement on the back of the property for the sewer. Mr. Black asked how many cubic yards of fill is going to be needed to be taken off the site. Mr. Perry would need to gather that information. Ms. Collette briefly reviewed the Earth Removal bylaws of the town a suggested that in the contract the fill taken off site should belong to the town. Mr. Prest asked about the retention/detention on the site. Mr. Perry explained the process.

Mr. Haddad asked about the groundwater level. Mr. Perry stated that it was deeper than anticipated. Mr. Perry continued and stated that there was no negative impact on the site. Mr. Perry reviewed the two sewer options: 1. Down Farmers Row 2. Back of the Property. Mr. Haddad stated that the Conservation and Planning Board will be meeting to discuss the site. Mr. Platt asked why there were so many potholes in the back of the property on the plan. Mr. Perry stated that the extra manhole was needed to bend the sewer line in a particular direction.

### **FLOOR PLAN**

Mr. Brown gave a brief update on the floor plan. Mr. Platt asked about maintenance on the building. Mr. Brown stated that a change in air filters would be needed. Mr. Brown also noted some changes to the fire pole but nothing that would increase the costs. Mr. Haddad stated that there was some misinformation in the public and for the committee to think about and discuss how to address that misinformation.

Mr. Brown showed the group the elevation diagram and showed how the roof has been simplified. Mr. Haddad suggested the roof be broken up. Mr. Walter stated that that could be done and input could also be gathered at the HDC meeting. Mr. Platt suggested bringing backup plans to the HDC. The committee discussed what pictures and plans should be brought to HDC meeting. Mr. Haddad asked if the plan was ready to formally submit to the HDC. Mr. Walter stated the plan should be ready by next week. Mr. Walter stated that a cost estimate would be given at the 9-7 meeting. Mr. Haddad was hopeful that bid would be received by Christmas.

### **ABUTTER CONCERNS**

Mr. O'Connor and his wife were concerned with their tax rate with the Lost Lake Sewer project and the Fire Station. Mr. Haddad explained that he had a plan in place that would not raise taxes above the 2.5%. The selectmen could contribute \$100k to the Sewer Project maximum before it could affect the tax rate.

The committee briefly discussed the prequel process. Mr. Brown stated that they needed to start planning for this process.

Mr. Haddad expressed concern that there is misinformation in the community. The vote taken at town meeting was 170-44 to spend \$350 to buy the LHT land. Mr. Haddad suggested another mailing and noted that selectmen were writing letters to the editor to address a recent Herald Editorial. Mr. Haddad stated there was a PR problem. Mr. Webber urged committee members to go into the community to discuss the project. Mr. Haddad stated that the committee could report out and town meeting. Mr. Black suggested reporting to the Board of Selectmen and to take advantage of public events such as GrotonFest. Mr. Haddad stated that the committee can address the Board at the 9/10 meeting. Mr. Haddad emphatically stated that if costs come back at 8million cuts will be made.

Another Public Hearing will also be scheduled, possible October 9<sup>th</sup> and Mr. Haddad stated that reviews of the project will be conducted throughout the length of the project. Mr. Platt was concerned that changes be caught early and answers should be gathered beforehand to save on costs. Mr. Haddad stated that the OPM was the eyes and ears of the project. Mr. Black asked if the local building Inspector needed to be brought in at this point. Mr. Brown stated updates will be given to the local inspector along the way.

Next Meeting will be 9-7-12

Meeting adjourned at 11:00am  
Respectfully submitted,  
Patrice Garvin,  
Executive Assistant