



FIRE DEPARTMENT BUILDING COMMITTEE

Town of Greenland
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MINUTES OF THE FIRE DEPARTMENT BUILDING COMMITTEE

Tuesday, November 20, 2018 – 7:00 p.m. – Town Hall Conference Room

Members Present: Dennis Malloy, Paul Sanderson, Don Miller, Dennis Cote

By Phone: Kevin Forrest

Advisory Members: Ralph Cresta – Fire Chief; Jim Marchese – Building Inspector; Vaughan Morgan – Chairman, Board of Selectmen; Bob Krasko – Budget Committee

Chief Cresta opened the Fire Station Building Committee meeting at 7:00 p.m. A roll call was taken by the Chief; he announced a quorum was present and the meeting was being recorded.

1. Approval of Minutes

MOTION: D. Miller moved to approve the minutes of Wednesday, November 07, 2018. Second – B. Krasko; all in favor. MOTION CARRIED

2. RFP Process Questions

J. Marchese explained that DeStefano didn't feel the Committee accurately reviewed all the information they submitted. In addition, they felt that based on the financial aspect, they were the lowest bidder and should have been awarded the project. J. Marchese told DeStefano that the Committee would respond as a group and not as an individual to address their concerns.

B. Krasko noted it was discussed at an earlier meeting that the lowest bid may not necessarily be awarded the project. Responding to a question from Chief Cresta, J. Marchese stated that DeStefano may have required a little more money in advance. J. Marchese stated they changed things and the Committee didn't do a direct comparison with some of their numbers. The Committee reviewed six of their questions dealing strictly with money. DeStefano's pre-construction fee was \$5,000; Martini - \$7,500; Ricci - \$7,000. In the point scoring of the applications, DeStefano received the most points for the pre-construction fee.

K. Forrest questioned a private firm contesting the decision of the Committee. P. Sanderson responded that a municipality didn't have to bid anything; the municipality had to follow the language of its RFP. The only legal argument would be if the Committee failed to follow the terms of its own RFP. The purpose of tonight's meeting was to decide if the terms of the RFP were followed or if the Committee made a mistake. If the Committee made a substantial mistake, DeStefano's recourse would be to take legal action.

P. Sanderson commented it wasn't stated in the RFP that price would be the determining factor. Looking at the scoring that was done by staff and the recommendations, did the Committee agree with

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the scoring? A mistake wasn't made if the Committee agreed the scoring was done correctly. B. Krasko stated it was very close between the three applicants. J. Marchese noted that 10 of the 14 questions in the review criteria were a direct reflection of the RFP.

The only complaint DeStefano had was regarding price; they didn't note any other item that may have been scored incorrectly. P. Sanderson stated that the Committee needed to evaluate if the price element was scored correctly between the three applicants. If not, would that make a difference in the outcome under the RFP? J. Marchese responded that the entire Committee reviewed and agreed on the scoring process. DeStefano was scored higher on price than Ricci; when looking at the overall RFP, they didn't score higher. The Committee was in agreement that there wasn't an error made in the scoring.

MOTION: D. Miller moved that Jim Marchese send a letter to DeStefano stating that the Committee has reviewed the RFP and felt the scoring was correct; the Committee stands by its decision to select another company. Second – B. Krasko; four in favor, one abstain (P. Sanderson). MOTION CARRIED

John Penacho, Tidewater Farm Road and Budget Committee, suggested the letter be reviewed by Committee members before sending.

Chief Cresta and V. Morgan are not voting members. P. Sanderson abstained as a Selectmen; he made a decision on the contract and was relying on the Committee.

3. Engineering

J. Marchese stated there was a discrepancy with Altus Engineering. Altus thought J. Marchese was looking for an RFP by December 07, 2018. J. Marchese continued that he tried to update Altus on the time line and too many dates were included in the email. J. Marchese asked for clarification on not hiring a surveyor until after Town Meeting in March 2019 as suggested by John Ricci. He noted there was money in the budget and the time; having those pieces in place would not be wasting Town funds. The Town would be able to use that information for another purpose. P. Sanderson stated there is time (until the end of the year) to get firmer numbers from Altus and Underwood. Funds can be encumbered for 2019 or the contract can be awarded this year.

J. Marchese stated that from his perspective it would help to have an engineer involved so they knew what type of drainage system and retention would be needed; underground storage is expensive especially under a parking lot. He felt having those questions answered now would be better than waiting until spring.

D. Miller summarized that once the information was received from Altus, there should be a meeting to review it; it could then be compiled for a presentation to the Selectmen requesting funding for the Fire Station. Chief Cresta asked if it was being put out to bid to different companies. J. Marchese responded that at this point it was Altus and Underwood; did the Committee want to involve others. The Town has connections to both companies already; J. Marchese recommended staying with those companies. P. Sanderson added both companies were very familiar with the Town and its Ordinance.

The last date to encumber funds would be the week of December 24, 2018; the Board of Selectmen meeting date is still undecided due to the holidays. P. Sanderson suggested by December 07, 2018 would be preferred so funds can be encumbered at the Selectmen's meeting on December 10, 2018. Presentation to the Budget Committee is dependent on receipt of Ricci's guaranteed maximum price. That information will also be used for a potential bond hearing in January 2019. The drop dead date for a bond hearing is January 10, 2019.

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D. Malloy clarified that the engineering study is data regarding the site and would have to be done regardless of what is put on that site. P. Sanderson added that the three deliverables are the boundary survey, drainage survey, and septic capacity based on intended use. J. Marchese stated they'll look at existing grading and suggest the proposed grade, possibly raising the site two feet with gravel. That will have a huge impact on the foundation sizing.

4. Other Business

J. Penacho asked where the equipment in the maintenance building would be stored during construction if the Fire Station is passed at Town Meeting. J. Marchese suggested where the salt used to be stored. Chester Deorocki, Osprey Cove and Selectman, stated the snow plow contractor stores a loader and one-ton in that building all summer and that equipment shouldn't be there. That building has enough storage space for the Town equipment. Chief Cresta stated they would find somewhere to store the Town equipment. There should be room at the Transfer Station once gravel is removed.

5. Adjournment

MOTION: B. Krasko moved to adjourn at 7:32 p.m. Second – D. Miller; all in favor. MOTION CARRIED

NEXT MEETING

*Wednesday, December 05, 2018 – 7:00 p.m., Town Hall Conference Room

Respectfully Submitted: Charlotte Hussey, Secretary to the Boards

Approved:

*Tentative Date – refer to email from J. Marchese sent 11.26.2018

NOTE: The bond hearing will be held on Thursday, January 10, 2019 prior to the public hearing for the Town and School budgets.