

Cotuit Fire District  
Prudential Committee  
May 31, 2018  
Minutes

The meeting was called to order at 4:30 p.m.

Commissioner's Present: Lisa Mycock-Kelly, Fran Parks, Silvio Genao

Pledge of Allegiance

Even though it wasn't posted as this, our notice clearly says that we may vote to go into Executive Session and that is what we are going to be doing. Now going to vote to go into Executive session for the pre-contract special needs meeting with Rick Fenuccio of Brown Lindquist Fenuccio Raber Architects Inc. Seconded, all in favor, so moved.

Executive Session:

Rick Fenuccio discussed how to move forward on the study. Described his team and the steps that would be taken to move forward and the scope of services the way they understand it to be. They haven't plug in the fee piece yet, but aware of the budget. A few critical pieces will be discussed, plus touch on the form of the agreement. Rick reviewed different ways the company can present the form of the contract-Fran mentioned that there are two certified Procurement Officers present. Silvio suggested that Rick sent over a brief draft of the usual standard contract to review. Rick asked if we had inhouse legal counsel to review contract, Fran replied no was Mark Boudreau.

Rick said this meeting was to confirm the project understanding-reviewed scope questions that are not provided- such as analysis of other sites. Soil testing-not feasible at this stage. Identification of private owned land does not apply, demolition process, no hazardous material investigation -anticipated by the architect that this separate study will be conducted by the fire district, construction start estimated to be in 2020, potential for new building to be attached to existing fire station, unclear if any site surveys are available, commentary about the clerk and staffing space, and would like to talk briefly tonight about schedule and expectations of what trying to do and when bring something back to district as an update. The design development is to be determined but want something to present to the district by January or February. Rick feels this is a four to six-month study. Discussed funding and what future costs would be allocated in the future-as this study will assist with what budget will be needed and then present to the District. Lastly, asked if could find any available site information that have on file. Reviewed itemized items-will have a true kickoff meeting based on interviews and sites. Conduct site visits at each location, check GIS maps from town, prepare site analysis drawing, discuss pros and cons of moving shared property line, site support (septic), conduct zoning analysis, conduct programming meetings, prepare a draft of space needs and discuss. Based upon approved building space program prepare alternative conceptual site plans and review with the committee based upon the building space program and the preferred site concept prepare concept level site, building and exterior elevations. Once that is complete and meets the districts needs then would prepare spec to handoff to the cost estimator to develop the first pass of construction costs. Outline spec and the work out the entire

budget including soft costs and demolition. The conceptual design drawings are done in 3d so will have documents to show the District. Rick asked if anyone had questions, Fran asked if he had a guesstimate of cost-Rick said he would probably start with cost per square foot. Reviewed discussion with topics touched on, project schedule, project startup, who to interview regarding space needs, site access and notification, and conversations between building and town staff. Rick suggested the take away is to review the contract. Chief Rhude is going to also be on the committee to assist with advisement. Rick is looking forward to working with the committee and feels together they can create a modest structure.

Motion made to adjourn, seconded, all in favor