

FAC Meeting Minutes – April 15, 2021 - DRAFT

Attendees: Mark Leighton (ML), Kris Weeks (KW), Peter Lennon (PL), Rob Corson (RC)

Chief Stephan Poulin (SP), Chief Wilking (EW), Melissa Roy (MR), Judy Rowan (JR), Dave Sharples (DS)

- Meeting minutes were reviewed. PL presented several revisions. Amanda Kelly was not present and since RC and ML were not present at the prior meeting, approval of minutes was tabled for next meeting.
- RFQ discussion:
 - ML asked on the process of the RFQ. DS communicated the intent is to select one firm through the RFQ process and negotiate with that firm.
 - RC and ML expressed concern with getting a competitive fee through negotiations. DS felt like the RFQ process is the fastest and most flexible since the scope is not fully defined. It is public knowledge on what was approved for the study and negotiating with one firm will be an efficient way to define the scope with the consultant and finalize the fees within budget.
 - PL and KW agreed with the RFQ approach.
- Review of scope outline developed by KW (attached).
 - KW & DS reviewed item #1 - “program review” section and information that is being gathered and initial space requirements. Using recent projects around the region and will be used as a starting point for consultant.
 - KW reviewed item #2 - “site evaluation” section. Planning department and DPW will provide the possible sites. Consultant will perform site evaluation. RC asked that the consultant include resiliency and hardness evaluation along with utility infrastructure assessments for each option. Zoning, Planning, deed research, boundary survey, geotech, and environmental assessment were removed from the scope.
 - KW reviewed item #3 - “facility options”. DS discussed his work to date to quantify what is available for new sites. KW proposed to have an agenda item at the next meeting to discuss site and building options. Committee agreed. KW suggested a structural evaluation may be needed as part of the scope. RC suggested that we establish a goal of the life span of these options.
 - KW reviewed item #4 – “feasibility study”. KW provided clarity on expectations of the consultant. Next steps are to work with DS to review all options and narrow down to options for consultant. DS suggested to add a public forum at item #3 to allow for community input and keep 2 public sessions at item #4.
- KW asked if we can use the town’s web site to share information on project. MR will review options.
- DS asked if the RFQ is ready to go after incorporating the revised scope outline. RC will send a few minor comments to DS. KW asked if the town includes minimum qualifications in RFQ. DS responded that he wasn’t intending to on this project. KW will send DS final scope outline to incorporate into the RFQ. RC made a motion for FAC members to send additional comments to DS and request that DS send final draft back to FAC for review and approval at next meeting. Motion was approved, 4-0.

Meeting adjourned at 5:34 pm.