

Randolph Village Fire Station Building Committee

Meeting Minutes

March 3, 2016

I. Call to order

Michael Hildenbrand called to order the regular meeting of the Randolph Village Fire Station Building Committee at 7:04 on March 3, 2016 at Randolph Town Office.

II. Roll call

Matthew Fordham conducted a roll call. The following persons were present: Michael Hildenbrand, Wayne Warner, Bill Morgan, Trini Brassard, Matthew Fordham.

The following persons were absent: Jay Collette, Larry Thurston

III. Approval of minutes from last meeting

As this was the first meeting, no previous meeting minutes were presented.

IV. Open issues

- a) Appointment of Secretary: Matthew Fordham was nominated by Michael Hildenbrand, seconded by Wayne Warner. Unanimous vote yes.
- b) Appointment of Chair: Michael Hildenbrand was nominated by Wayne Warner, seconded by Bill Morgan. Unanimous vote yes.

V. New business

- a) Michael Hildenbrand introduced the topic of Architect Build vs. Design Build. Discussions included the pros and cons of each approach, with the general conclusion that a Design Build can take less time and keep funding down. The key is to mitigate risk to the builder by being as specific as possible on the specifications, known challenges (underground utilities, right-of-way, environmental, etc.).
- b) Discussions regarding the size of the structure were held. Per the site committee and town manager, the goal is to provide a building that fits the fire service needs approximately 30 years into the future. The original fire station was approximately 3600 ft² with dimensions of roughly 60 ft. x 60 ft. The property, including the 2 proposed properties adjacent to the fire station (marked with yellow stars in Figure 1 below), can support a building approximately 9000 ft² with dimensions roughly 60 ft deep by 150 ft long.

- c) Michael Hildenbrand presented two sets of plans that he was able to obtain for the committees reference; East Montpelier's and Williamstown's fire stations.
- d) Discussions regarding fire station visits were held. The committee decided that it would make the most sense to obtain plans for newly constructed fire departments including Williston, Lyndon, Bristol, and others. The committee will review the building plans and select fire stations to visit.
- e) Discussions were held regarding the intersection in front of the old fire house (intersection of 12 and 12a). Trini Brassard indicated that there are discussions on going with the state regarding the redesign of that intersection (red lines mark new lane, blue marks gained property), which could result in additional property available to the town for the fire department.

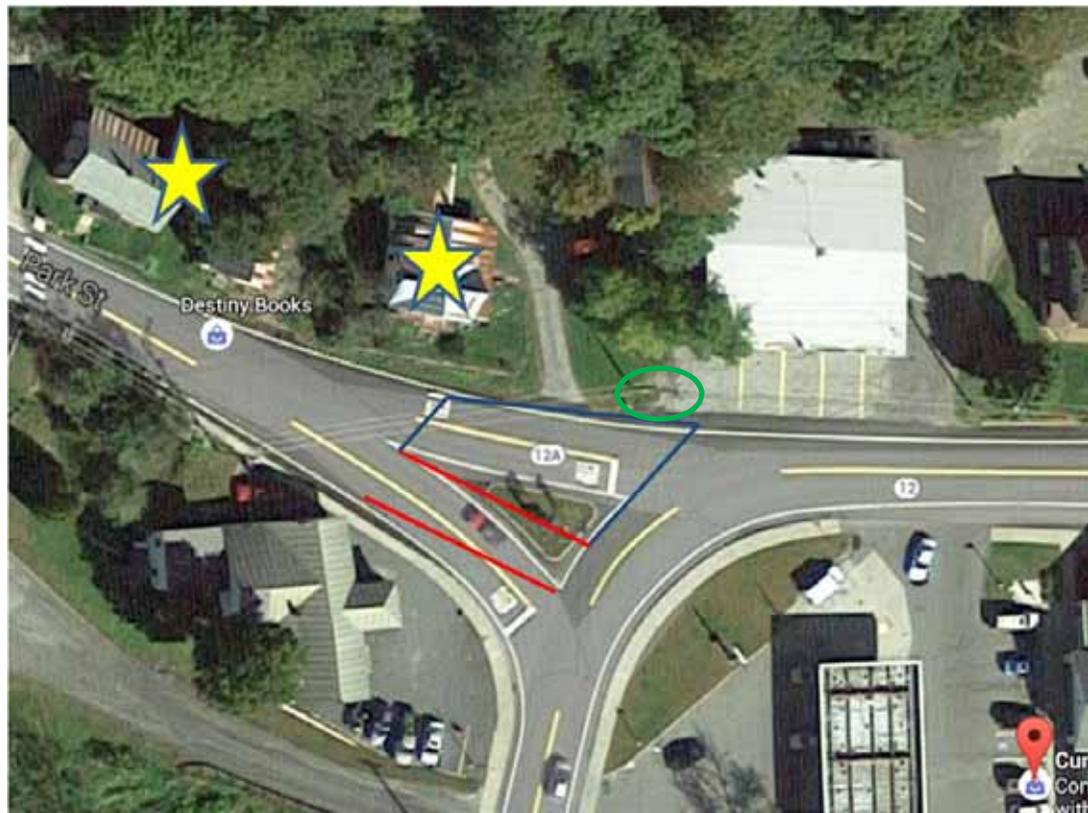


Figure 1: Fire Station Site (Intersection of 12 and 12a)

- f) The committed set a goal of 25 April 2016 to send bids out.
- g) Next meeting is 15 March 2016, 5:30 pm at the Town Office.

VI. Action Items

- a) Bill Morgan will contact Green Mountain Power to determine where the power pole (green circle in Figure 1) that is in front of the fire station site can be relocated and what the cost would be. (Due: 07 March 2016)
- b) If a favorable outcome from Bill Morgan's discussion with Green Mountain Power, Trini Brassard will contact the State of Vermont to ask for the intersection to be moved up on the traffic safety project list and what the time frame would be. (Due: 15 March 2016)
- c) Michael Hildenbrand will collect additional fire station building plans and distribute to the committee. (Due: 15 March 2016)
- d) Matthew Fordham will get a Google share site up and running for the committee to share information. (Due: 8 March 2016)
- e) Each committee member will start drafting a list of fire station requirements. Michael Hildenbrand will maintain the master list. (Due: Initial lists 15 March 2016, ongoing effort)

VII. Adjournment

Michael Hildenbrand adjourned the meeting at 8:22.

Minutes submitted by: Matthew Fordham