# CALL TO ORDER and PLEDGE OF ALLEGIANCE: 1505 hours

# ROLL CALL:

## Committee Members: Present: Craig Chadwick, Richard Waystack, Joe Rego, Joe McParland, John Clarke and Sean Libby.

## Committee Members Excused: Scott Tyldesley

## Ad Hoc Members Present: Charleen Greenhalgh

## Others Present: Gary Barber, Consultant

# CONSENT AGENDA

## **MOTION** TO APPROVE MINUTES OF 10/18/2016 MEETING. Made by Waystack, 2nd John Clarke, Vote – Unanimous

# CORRESPONDANCE/REPORTS and PUBLIC INPUT

## None Heard

# OLD BUSSINESS

## Craig Chadwick Reports on 10/26/2016 Chatham Fire Station Tour with Gary Barber (town Consultant).

### Informative tour in regards to their operational needs within their facility.

## Craig Chadwick Reports on 11/1/2016 C.O.C. Meeting and Vote on $250,000 for “Planning and Design” in FY18

### C.O.C. agreed to change $50,000 to $250,000 for “Planning and Design” For Fire Station #2 Rehab

### **MOTION** to Adjust C.O.C. “Planning and Design” request to $310,000 from $250,000 based on Town Consultant’s (Gary Barber) recommendations. Made by Waystack, 2nd by Chadwick. Discussion, McParland to advise C.O.C. Vote - Unanimous

## Submitted pertinent Committee documents to BOS Liaison J. Brown. By Craig Chadwick.

# NEW BUSINESS

## TOWN ADMINISTRATOR requests a Statement of Work (S.O.W.) to be drafted for Gary Barber, Consultant work efforts.

### Craig Chadwick Drafted S.O.W. and presented to Committee for review. (see document attached)

## Overview of Process and Timeline for 2017 Town Meeting Warrant Article

### **MOTION** to meet two weeks from today to review Consultants Plans and recommendations. Made by Rego, 2nd by Waystack. Discussion to hold meeting November 29th at 2:30 pm in the Harwich Fire Headquarters in the Training Room. Vote – Unanimous

## Begin Discussion on Citizen Education Communication Plan.

### Discussion to start in Spring of 2017 when Conceptual plans and all other information is in.

## Gary Baber, Consultant’s Presentation of 1st Draft of Deliverables

### Conceptual Draft Drawings Submitted (see attached).

### Estimated calculations for Conceptual Draft Drawings cost to build also submitted by Consultant (see attached).

#### Ad Hoc Greenhalgh, recommends we make sure the future of a 2nd floor be calculated in planning of rehab of Fire Station #2.

### Gary Baber (Consultant), recommends we research an ADA forms that can be attached to the properties deed.

### Gary Baber (Consultant), states that his estimates do not include a generator.

# ADJOURNMENT

MOTION to Adjourn meeting 4:05pm. Made by Waystack, 2nd by Clarke. Vote - Unanimous.

Respectfully Submitted:

Fire Station #2 Rehab Committee