

Hyannis Fire Department New Headquarters Building

Meeting date: April 15, 2016

Present:

Paul V Griffin CMS (PG)
 Michael McKeon KBA (MM)
 Peter Cross HFD (PC)
 Chief Brunelle HFD (CB)
 Victor Skende HFD (VS) by phone

Meeting	Topic	Action
DM 1.01	MM outlined the schedule of events and the process starting now through the design period. A schedule was discussed which would allow the bidding to begin the end of this year. The first step will be to check the schematic design to make sure everything is still correct which will take about two weeks. We also agreed to meet every 2 weeks during design development and once during the balance of the project.	
DM 1.02	PG was asked if the Commissioners meetings could be added to the schedule showing when the building project might be discussed.	CMS
DM 1.03	MM stated that as part of his contract he will provide 2 estimates before bidding. PG stated that CMS could provide a check estimate at 75% if desired.	
DM 1.04	Because of the cost of construction we will be required to do a Pre-Qualification of the general and sub-contractors prior to bidding. This will happen about 90 days before the bids. We will send a draft copy of the Pre-Qual before it is issued.	CMS/KBA
DM 1.05	PG raised the issue concerning the servicing of the ladder truck and the requirement to turn the ladder about 22 degrees to get to the engine.	
DM 1.06	PG sent an email to the attorney about how he wants to issue an amendment to both the designer and OPM contracts.	
DM 1.07	We talked about issuing a pre-construction site package to remove the house and the old building slab.	
DM 1.08	It was suggested that a site sign be designed and erected on the site.	KBA
DM 1.9	PC will review the issue of waiving the building permit fees with the Town.	PC
DM 1.10	PG requested that a meeting with the design team to talk about obtaining energy credits from the utility companies.	CMS/KBA
DM 1.11	CMS will obtain proposals for testing companies	CMS
DM 1.12	A discussion about the benefits of hiring a commissioning agent and a window testing company should be considered.	
DM 1.13	A discussion of a possible make up of a building committee cannot have more than 2 commissioners due to the Open Meeting Laws so we suggested that the following be considered, Peter Cross, Victor Skende, Chief Brunelle, Edward Maroney (citizen), someone from the firefighters and one or two more. One who should be considered is Michael Medeiros who knows more than anyone as he worked endless on all the earlier designs.	Commissioners
DM 1.14		