

**The Ballardvale Fire Station Building Committee met on Thursday, December 18, 2014 at 7:30 a.m. in the 3<sup>rd</sup> Floor Chief's Conference Room of the Public Safety Building, Andover, MA.**

Town Manager Reginald Stapczynski began the meeting at 7:37 a.m. and on

ROLL CALL: Present were, Rebecca Backman, Jeffrey Fuller, Richard Bowen, Michael Hellmann Perry Raffi and Peter Reilly.

Also present were Town Manager Reginald Stapczynski, Deputy Director of Municipal Services Ed Ataide, Finance Committee Member John Barry and Fire Chief Michael Mansfield.

A MOTION was made by Richard Bowen to approve the December 11, 2014 minutes as presented, which was seconded by Rebecca Backman. On VOICE VOTE the Motion was declared as PASSED UNANIMOUSLY.

Mr. Ataide gave an update on the RFP. The pre-bid meeting was held on Friday, December 12, 2014, there were 13 firms in attendance. The firms were explained the process and then taken to Ballardvale Fire Station to tour the building and site. The firms questioned saving the existing building due to the expense involved versus building new. They also had concerns regarding the fact the Town has not acquired the adjacent land to date. There were a total of 26 firms that took out the RFP.

At 7:44 a.m. Ms. Backman moved to go into executive session for consultation with Town Counsel for confidential legal advice; and to discuss the purchase, exchange, lease or value of real property and the Chair declared that an open meeting would be detrimental to the Town's negotiating position; and to return to open session. The motion was seconded by Michael Hellmann. Roll Call: Rebecca Backman-Y, Michael Hellman-Y, Jeffrey Fuller-Y, Richard Bowen-Y, and Perry Raffi -Y.

Also in attendance were Town Manager Reginald Stapczynski, Town Counsel Thomas Urbelis, Deputy Director of Municipal Services Ed Ataide, Finance Committee Member John Barry, Fire Chief Michael Mansfield and Marcie Jacobson Recording Secretary.

At 8:52 a.m., on a motion made by Michael Hellmann and seconded by Peter Reilly, the Committee voted to adjourn from Executive session and move to Open Session. Roll Call: Peter Reilly-Y, Jeffrey Fuller-Y, Richard Bowen-Y, Michael Hellman-Y, Rebecca Backman-Y, and Perry Raffi - Y.

Mr. Ataide suggested creating a sub-committee to review the RFPs. Ms. Backman, Mr. Hellmann and Mr. Raffi all agreed to be part of the sub-committee.

Motion to adjourn was made by Michael Hellman, seconded by Peter Reilly. On voice vote the Motion was declared as passed unanimously. Meeting adjourned at 9:07 a.m.

Marcie R. Jacobson  
Recorder

Documents:

BVFSBC Minutes, December 11, 2014

**The Ballardvale Fire Station Building Committee met on Thursday, December 11, 2014 at 7:30 a.m. in the 2<sup>nd</sup> Floor Conference Room of the Town Offices, Andover, MA.**

Town Manager Reginald Stapczynski began the meeting at 7:35 a.m. and on

ROLL CALL: Present were, Peter Reilly, Jeffrey Fuller, Richard Bowen, Michael Hellmann and Rebecca Backman.

Also present were Town Manager Reginald Stapczynski, Deputy Director of Municipal Services Ed Ataide, Finance Committee Member John Barry and Fire Chief Michael Mansfield.

Absent: Stephen Bullis and Perry Raffi.

A MOTION was made by Richard Bowen to approve the November 13, 2014 minutes as presented, which was seconded by Peter Reilly. On VOICE VOTE the Motion was declared as PASSED UNANIMOUSLY.

Mr. Ataide gave an update on the RFP. It has been sent out. Mr. Ataide distributed a list of dates with regards to the RFP process. There is a mandatory pre-bid meeting that will be held December 12<sup>th</sup> at 10:00 am in the Selectmen's Conference Room followed by a site visit.

Mr. Bowen handed out drawings for Ballardvale Engine House Improvement project that were done in April 2014 before Town Meeting.

Mr. Stapczynski called the Executive Session to order at 7:41 a.m. in the 2<sup>nd</sup> Floor Conference Room in the Town Offices. On a motion by Ms. Backman and seconded by Mr. Bowen, the Committee voted 5-0 to enter into Executive Session to discuss property appraisal and to return to Open Session. Roll Call: Peter Reilly-Y, Jeffrey Fuller-Y, Richard Bowen-Y, Michael Hellman-Y and Rebecca Backman-Y. Also in attendance were Town Manager Reginald Stapczynski, Deputy Director of Municipal Services Ed Ataide, Finance Committee Member John Barry, Fire Chief Michael Mansfield and Marcie Jacobson Recording Secretary.

At 8:51 a.m., on a motion made by Richard Bowen and seconded by Michael Hellman, the Committee voted to adjourn from Executive session and move to Open Session. Roll Call: Peter Reilly-Y, Jeffrey Fuller-Y, Richard Bowen-Y, Michael Hellman-Y and Rebecca Backman-Y.

Mr. Ataide asked the Committee: At the pre-bid meeting tomorrow do you want me to hand out the pamphlet from Town Meeting showing the proposed addition to Ballardvale Fire Station or do you want them to have free range of creativity?

The Committee decided that they would like to see a creative solution to the project and not unduly influence the project.

**New Business:**

Committee member Stephen Bullis has resigned and there is now an opening.

The Owners Project Manager has been hired in house. Ihor Raniuk will work as the OPM. In order to put out an RFP, a OPM must be hired. The OPM can be changed a later date.

Motion to adjourn was made by Michael Hellman, seconded by Peter Reilly. On voice vote the Motion was declared as passed unanimously. Meeting adjourned at 9:07 a.m.

Marcie R. Jacobson  
Recorder

Documents:

BVFSBC Minutes, November 13, 2014 (Tour & Meeting)  
Drawings for Ballardvale Engine House Improvement Project – April 2014

**The Ballardvale Fire Station Building Committee met on Thursday, November 13, 2014 at 7:30 a.m. in the Selectmen's Conference Room, 3<sup>rd</sup> Floor of the Town Offices, Andover, MA.**

Town Manager Reginald Stapczynski began the meeting at 7:36 a.m. and on

ROLL CALL: Present were, Peter Reilly, Jeffrey Fuller, Richard Bowen, and Perry Raffi.

Also present were Town Manager Reginald Stapczynski, Director of Municipal Services Chris Cronin, Deputy Director of Municipal Services Ed Ataide, Finance Committee Member John Barry and Chief Michael Mansfield.

Absent: Stephen Bullis, Michael Hellmann and Rebecca Backman.

A MOTION was made by Richard Bowen to approve the October 30, 2014 minutes of the station tour and meeting as presented, which was seconded by Peter Reilly. On VOICE VOTE the Motion was declared as PASSED UNANIMOUSLY.

Mr. Ataide gave an update on the RFP. He has made all the changes that the Committee requested and has submitted it to the Town Purchasing Agent Tom Watkins. Mr. Watkins will attach all the town regulations and include all the relevant dates. He needs to submit it to the Central Registry by 3pm on Tuesday, so that it will go into the registry on the following Tuesday, November 25. Mr. Ataide will update the Committee with the dates. The hope is to award the project by the end of January.

Mr. Cronin gave an update on the survey. The survey has been completed. He handed out a sketch plan of the area. The Town land is marked off and there are three stakes showing the proposed extension of the land into the abutters' property. He stated that it would be a smaller acquisition of land than originally thought due to required setbacks.

Mr. Reilly explained the possible zoning issues with the two adjacent lots. Lot 2 (Clark Rd) is already a legal non-confirming lot; with the loss of land it will cause the lot to be less than 15,000 S.F. Lot 1 (Andover St) whether it is non-confirming or conforming, the removal of the land will not change the zoning. The property will still have more than 15,000 S.F. He estimates that a majority of the properties in the Ballardvale Historic District are in fact non-confirming lots. If a variance is needed on Lot 2 the Town would need to apply for a special permit to the Zoning Board of Appeals.

Chief Mansfield questioned if on the sketch plan – Under Questions for Discussion with Town, #2 which states: "Lot deficiency of Lot 1 due to proposed land purchase" should actually state Lot 2? Mr. Cronin was going to check.

On the Sketch Plan it shows the house on Lot 1 with a 23.5 ft set back. Mr. Raffi stated that it is important that the setback be 20 ft in order to gain the additional square footage. The area is needed in order to fit in parking spaces.

The original plan was to acquire 8,000 S.F. According to the sketch plan the acquirable land totals 5,786 S.F. If you take an additional 250 S.F. from lot 1, the total will be closer to 6,000 S.F.

Mr. Cronin stated that the survey allows the Town to know what the land area is in order for the appraiser to begin their work. The Committee needs to let the architect once hired look at everything and decide what is needed.

Mr. Ataide stated that the appraiser has been notified and will begin working on the appraisal immediately. Mr. Reilly explained to the Committee that appraising this type of lot is more difficult

than a standard building lot. Generally the appraiser will look at similar “orphan” properties, (properties that are not buildable or smaller lots) when beginning the appraisal process.

Mr. Bowen stated that there are preservation funds available to buildings with historic significance. The Town should see if the Station would qualify for any such funds. He has found that Preservation sources are generally very helpful.

Mr. Bowen also wanted to remind the Committee that when the appraisals for the properties are done, discussions need to occur in executive session only. The information cannot be released to the public or the press.

Motion to adjourn was made by Richard Bowen, seconded by Peter Reilly. On voice vote the Motion was declared as passed unanimously. Meeting adjourned at 8:28 a.m.

Marcie R. Jacobson  
Recorder

Documents:

BVFSBC Minutes, October 30, 2014 (Tour & Meeting)  
Sketch Plan by Richard F. Kaminski & Associates, Inc .

**The Ballardvale Fire Station Building Committee met on Thursday, October 30, 2014 at 5:00 p.m. at Ballardvale Fire Station, One Clark Road, Andover, MA.**

Town Manager Reginald Stapczynski began the meeting at 5:11 p.m. and on

ROLL CALL: Present were, Peter Reilly, Jeffrey Fuller, Richard Bowen, Perry Raffi, and Michael Hellmann.

Also present were Town Manager Reginald Stapczynski, Director of Municipal Services Chris Cronin, Deputy Director of Municipal Services Ed Ataide, and Chief Michael Mansfield.

Absent: Stephen Bullis and Rebecca Backman.

The Committee members were given a tour of the Ballardvale Fire Station by Lieutenant James Landry, Jr. The Tour began on the first floor. It included the Lieutenant's Office and kitchen/dining area. Then the Committee moved to the apparatus deck, where they saw the Engine. There was a short discussion on the truck's limitations due to the size of the building and the turning radius needed to drive up Clark Road and Andover Street. The Committee saw firsthand the challenges of the Engine leaving the station.

The Tour continued to the second floor. They saw the dorm and restroom area, as well as, the exercise area and storage room above the apparatus bay. Next the Committee went to the basement.

The Committee finished the tour by walking around the exterior of the station and viewing the proximity to the neighboring houses.

Motion to leave the station and continue with the second half of the meeting at Town Offices was made by Michael Hellmann, seconded by Perry Raffi. On voice vote the Motion was declared as passed unanimously. Meeting adjourned at 5:45 p.m.

Marcie R. Jacobson  
Recorder

Documents:

**The Ballardvale Fire Station Building Committee met on Thursday, October 30, 2014 at 6:00 p.m. in the Selectmen's Conference Room, 3<sup>rd</sup> Floor of the Town Offices, Andover, MA.**

Town Manager Reginald Stapczynski began the meeting at 6:10 p.m. and on

ROLL CALL: Present were, Peter Reilly, Jeffrey Fuller, Richard Bowen, Perry Raffi, and Michael Hellmann.

Also present were Town Manager Reginald Stapczynski, Director of Municipal Services Chris Cronin, Deputy Director of Municipal Services Ed Ataide, Finance Committee Member John Barry and Chief Michael Mansfield.

Absent: Stephen Bullis and Rebecca Backman.

A MOTION was made by Richard Bowen to approve the October 14, 2014 minutes as presented, which was seconded by Perry Raffi. On VOICE VOTE the Motion was declared as PASSED UNANIMOUSLY.

Mr. Ataide handed out a draft of the Request for Proposals for Architectural Consultant Services. The Committee went page by page reviewing document. There were several suggestions and changes made.

Mr. Ataide explained that the overall project cost would include the renovation and the new building. When the bids come in they are usually 8% - 10% of the total project cost. The pricing is broken down, so if the project does not go forward at Town Meeting, the Town would only be responsible to pay for the work completed to date. If everything goes smoothly it takes up to two months to hire an architect.

Mr. Bowen suggested adding "renovation of a historic building" to the project description in order to attract companies with historic building experience.

Mr. Hellmann suggested defining Local Experience (pg 17) at a larger scope than Andover. He suggested that it may deter companies that have not worked in Andover, but who have experience with fire stations and historic buildings from sending in a proposal. It was decided to change it from Andover to the Merrimack Valley.

A Motion was made by Peter Reilly to accept the RFP for Architectural Consultant Services as proposed and amended, which was seconded by Mr. Bowen. On voice vote the Motion was declared and passed unanimously.

Mr. Cronin updated the Committee on the survey. It was completed on Monday and the company is going to look into the zoning setbacks. They will mark off the area with stakes to show the 20 foot setbacks and create a CAD drawing of the area. Once the setbacks are put in place the appraisal of the land can begin.

There is a concern with the Andover Street property that taking too much land could cause it to become a non-conforming lot and therefore would need to go before the Zoning Board of Appeals.

Motion to adjourn was made by Michael Hellmann, seconded by Peter Reilly. On voice vote the Motion was declared as passed unanimously. Meeting adjourned at 7:55 p.m.

Marcie R. Jacobson  
Recorder

Documents:

BVFSBC Minutes, October 14, 2014

RFP – Architectural Consultant Services Ballardvale Fire Station 10/15/14 - Draft

**The Ballardvale Fire Station Building Committee met on Tuesday, September 30, 2014 at 7:00 p.m. in the 2<sup>nd</sup> Floor Conference Room of Town Offices, Andover, MA.**

Town Manager Reginald began the meeting at 7:07 p.m. and on

ROLL CALL: Present were, Peter Reilly, Jeffrey Fuller, Richard Bowen, Perry Raffi, Stephen Bullis, Michael Hellmann, and Rebecca Backman.

Also present were Town Manager Reginald Stapczynski, Town Clerk Larry Murphy, Director of Municipal Services Chris Cronin, Deputy Director of Municipal Services Ed Ataide, Town Counsel Tom Urbelis, Chief Michael Mansfield, and Finance Committee Member John Barry.

Town Clerk Larry Murphy spoke to the Committee about the Open Meeting Law. The law is intended to promote transparency. A meeting on public business with deliberation must be posted. The posting shall include the time, place and agenda of the meeting. It must be posted 48 hours in advance of the meeting, Saturday, Sunday and legal holidays are not included in the 48 hours. The Town Clerk's office will post the meeting on the Town website. There can be no deliberation outside of a posted meeting. This includes email. All emails are a public record and should only be used to disseminate information. A Committee member cannot comment on information sent via email except in a posted public meeting.

Mr. Murphy spoke about Executive Session. He also stated that members are allowed to remotely participate in a meeting due to illness, disability, military or distance. The Committee still needs a physical quorum and a roll call needs to be taken on all votes. Minutes of all meetings must be kept for each meeting consisting of: date, time, place, members, a summarization of discussion and a list of documents.

Mr. Murphy discussed ethics and the conflict of interest law. He stated that if you have a question call Town Counsel or the Ethics Commission for advice. Committee members are considered municipal employees and as such cannot have any financial interest with the municipality. If during a meeting a member feels they have a conflict of interest, it is best to leave the room during discussion and deliberation of the subject matter.

Mr. Stapczynski explained that under the Town Charter all building construction is overseen by the Town Manager. Therefore, this Committee is an advisor to the Town Manger and his staff. The Committee was given their mission to review. The mission is based on warrant articles #25 and #26 of the 2014 Annual Town Meeting.

Mr. Bowen explained that the Articles allow for the Committee to go to Town Meeting with bids in hand for project costs.

Deputy Director of Municipal Services Ed Ataide gave a brief overview of the need an process for hiring an Owners Project Manager and an Architect.

At 8:03 pm Town Counsel Tom Urbelis entered the meeting.

There was some discussion of the scope of the project. Mr. Raffi, explained that the land footprint dictates what can be done. The proposal that was brought to 2014 Town Meeting and approved shows that the current building will be living quarters and the addition will house the apparatus. The current building is approximately 3,000 sq ft and the addition will be 2,000 sq ft. The project will include separate living and bathroom quarters for women which is lacking in the current building. It will also allow for the addition of an Ambulance. The apparatus will exit onto Andover Street instead of the

intersection of Clark Road and Andover Street. It was also suggested to make roadway improvements to the Clark Road and Andover Street intersection.

Mr. Ataide suggested that a designer is usually hired to determine program requirements and will do a feasibility study. Then the building is designed to see what will work.

Director of Municipal Services Chris Cronin stated that the three (3) properties in question need to be surveyed in their entirety. He has hired a firm to survey the properties and hopes to have that done in the next three weeks. Once the properties are surveyed then they can be appraised.

Mr. Reilly suggested looking at the nonconforming zoning bylaw before taking portions of the parcels of land. There was some discussion of whether the building should be designed first or the land should be acquired.

Mr. Ataide researched the current cost to build a new fire station and found on average is cost \$400-\$500 per square foot. He handed out a packet of information to the Committee. The top page shows expected timeframes of each step. It also included new construction guidelines, a structural condition review of the building and an asbestos and lead paint inspection report.

There was some discussion on whether road work to the Clark Rd and Andover St intersection would be part of the project. The intersection is thought to be dangerous and needs to be redesigned.

Town Counsel Tom Urbelis spoke about Chapter 268A Conflict of Interest Law. The law is enforced by the State Ethics Commission. He suggested that if you have a question you may request an opinion from Town Counsel, which is a public record. Or you may request the opinion of the Ethics Commission. They will give a written opinion on the exact facts that you gave to them. This is not a public record unless it is disclosed that you received an opinion. He also explained the use of email.

Motion to adjourn was made by Rebecca Backman, seconded by Michael Hellmann. On voice vote the Motion was declared as passed unanimously. Meeting adjourned at 9:28 p.m.

Marcie R. Jacobson  
Recorder

Documents:

Ballardvale Fire Station Building Committee member list, August 13, 2014

Mission of the Ballardvale Fire Station Building Committee

2014 Town Meeting Warrant Articles #25 BallardVale Fire Station Land Purchase  
#26 BallardVale Fire Station Addition

Projected timeline of project tasks, September 29, 2014

Plant & Facilities New Construction Guidelines

Ballardvale Fire Station – Structural Condition Review (Daigle), February 24, 2014

Structural Stabilization Cost Estimate (Eaglepoint Builders, Inc), March 24, 2014

Limited Asbestos & Lead Paint Inspection Report (Hillmann Consulting), April 23, 2014

BallardVale Fire Station pamphlet prepared by Richard J. Bowen, Esq., May 5, 2014

**The Ballardvale Fire Station Building Committee met on Tuesday, October 14, 2014 at 7:00 p.m. in the Chief's Conference Room, 3<sup>rd</sup> Floor of the Public Safety Building, Andover, MA.**

Town Manager Reginald Stapczynski began the meeting at 7:01 p.m. and on

ROLL CALL: Present were, Peter Reilly, Jeffrey Fuller, Richard Bowen, Perry Raffi, Stephen Bullis, Michael Hellmann, and Rebecca Backman.

Also present were Town Manager Reginald Stapczynski, Director of Municipal Services Chris Cronin, Deputy Director of Municipal Services Ed Ataide, and Chief Michael Mansfield.

A MOTION was made by Richard Bowen to approve the September 30, 2014 minutes as presented, which was seconded by Rebecca Backman. On VOICE VOTE the Motion was declared as PASSED UNANIMOUSLY.

The Committee scheduled a building tour of Ballardvale Fire Station for Thursday, October 30, 2014 at 5:00 pm.

Mr. Bowen handed out a copy of an assessors map showing the area of Andover Street and Clark Road. The map shows the current fire station with an addition. It also maps out the maximum section of land that is acquirable in order to maintain the 15 foot set back from the buildings on the neighboring properties. This section is highlighted in yellow and contains approximately 8,000 sq ft.

Mr. Cronin stated that the survey of the two adjacent properties had not been completed yet, but will be done soon. The survey is the foundation for the future work and will look at the property markers and building structures. Then the two parcels in question can be appraised.

Mr. Ataide handed out an example of a Request for Services. He went through the entire document explaining each section. The document needs to express exactly what is expected of the firm. It was also suggested to form a sub-committee to review all the proposals and present the top 3 to 4 candidates to the entire committee. Once a firm is selected then the price is negotiated.

There was some discussion on whether or not to revisit the previous Committee's work, including the needs assessment that was performed. The previous work was not discussed.

Mr. Bowen explained that the Town Warrant articles are clear and transparent. Town Meeting agreed to \$200,000 for plans and \$200,000 to acquire land. The addition allows for separate accommodations for both men and women and space for an ambulance, all of which were stated as needs by the fire department.

There was a lot of discussion on what the scope of services should include and whether the Fire Chief/Fire Department should be involved. Mr. Hellmann suggested that in the description of the scope to look at the needs expressed by the Chief/Department and have the firm tell us what is the most that can fit in the space provided to meet the needs of the program. Then present the project to the Town and explain this is the cost and this is what it includes.

Mr. Bowen gave his opinion that there is need for better fire protection in South Andover. With the renovation and addition to the current station the need will not be met and the Town may need a fourth station.

Mr. Ataide stated that the building assessment conducted of Ballardvale Fire Station was only of his immediate concerns for the building. The firm did not do an extensive study. The study showed it

would take up to \$300,000 to fix the structural deficiencies that were of immediate concern. The building would also need to be brought up code. If renovations are to be performed on the existing building, the building will also need to be ADA compliant.

The Clark Road and Andover Street intersection was discussed. Mr. Cronin looked into redesigning the intersection to make it safer. One idea it to square off Clark Road by bringing it closer to Ballardvale Fire Station and possibly making the beginning section of Center Street one-way to Church Street. The fire apparatus may still have to swing wide to make the turn up Clark Road. The Second idea was to purchase land between Clark Road and Andover Street. Clark Road would take a right angle turn towards Andover Street across from Chester Street.

In order to acquire land the Town must send out and RFP for land in the Ballardvale area. Mr. Stapczynski is going to look into whether it fits the criteria to be a unique acquisition. This is an open process and the neighbors would need to respond to the RFP. There was some discussion on the sequencing of the land, but the Committee needs to discuss further.

Motion to adjourn was made by Rebecca Backman, seconded by Michael Hellmann. On voice vote the Motion was declared as passed unanimously. Meeting adjourned at 9:05 p.m.

Marcie R. Jacobson  
Recorder

Documents:

BVFSBC Minutes, September 30, 2014

Ballardvale Fire Station Improvement Project – Assessor’s Plan

Terms, Conditions, Specifications, and Forms for Request for Services RFS