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**MINUTES OF THE
MUNICIPAL BUILDING ADISORY COMMITTEE (MBAC)
REGULAR MEETING OF April 5, 2023
Salem Town Hall, 33 Geremonty Drive, Salem, NH Knightly Room**

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PRESENT: Voting Members Chairman Roy Sorenson (Municipal Services Director) Jeff Boyer (Budget Committee Representative) Keith Stramaglia (BOS Representative, left at 4:22) Jacob LaFontaine (Town Planning Director) Nicole McGee (Finance Director)

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ALSO PRESENT: Non-Voting Members Joe Devine (Assistant Town Manager) James Pacheco (Facilities Foreman) John Klipfel (Director of Engineering)

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ALSO PRESENT: Larry Best (Fire Chief) Joel Dolan (Police Chief, arrived at 12:55) Shane Smith (Deputy Chief, arrived at 12:48), Gino Baroni (arrived at 12:44 left at 4:34) and Marc Lehoullier (Trident)

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CALL TO ORDER: Chairman Sorenson called the meeting to order at 12:40

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Follow up – Selectmen’s Meeting: Motions got tabled because Jim Keller wants to do a non-public on Monday. No movement, Member Boyer wants an explanation on what’s going on behind closed doors and that there is support from the budget committee at that level. Chief Best said he did not meet with anyone.

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RFQ 2022-046 Interviews: Three firms are coming in, Lavallee Brensinger, Harriman, and TGAS. Below is a summary of the questions asked from the MBAC Committee.

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Lavallee Brensinger: Robert Robicsek, Principal-in-Charge, John Adams, Project Manager, Dale Doller, Project Architect, Kathleen Porter, Community Engagement, Benjamin Dreyer, Lead Civil Engineer Underwood Engineers, Marc Jobin, Cost Estimator, Jobin Construction Consultants

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Chairman Sorenson asked Ben about the wetlands mitigation/relocation. Ben said it is a more involved process with DES and the easiest way is based on the amount you would impact and that you would pay a fee which they put into a grant bucket, if there’s another place in town that is compromised, and you want to make an improvement you can. Chairman Sorenson asked the cost, Ben said he did not know offhand.

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Chairman Sorenson asked Cathy about a survey she sent out on the project, she said she encourages sending this early on to see what the residents know about the project, and how it moves forward.

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Marc L asked Marc J: Construction Managers (CM) have long term relationships with subcontractors, you are not a CM, how do you determine what those budgets would be? Marc J said as the design evolves, he goes to key contractors he’s worked with and he gets a lot of “free estimates.”

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Marc asked John about design contingency and properly coordinating these items, and how we get better? John said the key part is getting proper information and property integration.

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Gino asked about project dollar contingencies and what they recommend at each stage of the process. Marc J responded that 5% would be for all stages. Gino followed up asking questions regarding multiple contingencies such as design, escalation, CM contingencies and how that could add up to a total contingency amount, including the Owner’s contingency, that would place an extraordinary dollar value and jeopardize the project. Marc J discussed and agreed with Gino regarding the need to reduce overall contingencies to a value that is acceptable.

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Gino asked for CM references to find more information about change orders. Bob said he would get these to him when we retained their firm, Marc reminded him that it was a topic in the handout. Gino requested it ASAP.

45 Member Boyer asked Ben how much he participates with permitting, he said 100%

46 Shane asked how you make a police station aesthetically pleasing and that it fits the community? Dale

47 said they respond to what the community wants to see and they don't have a designer and no project is

48 designed by one person, design is driven by the client.

49 Chief Dolan asked if they have a set workflow, or is that unique to the client? Bob said every chief runs

50 their department how they run it, but they are the experts in programming so if they think the decision

51 isn't great, they will give feedback.

52 **Harriman:** Will Gatchell, Project Manager, Mark Lee, Architect, Dean Roberts, Consultant from MWL

53 Marc asked for them to further explain their relationship with MWI and asked who drives the design?

54 Will said Harriman and MWI work collaboratively together and they would have a heavy influence on

55 the design and outcomes, but they would be tightly integrated with MWL. Marc stated that he finds a

56 lot of value to the relationship and asked about collaborative fees. They said they don't add more

57 because they are part of the team.

58 Shane asked if they have experience with CALEA facility planning as well, they said yes.

59 James asked if they have backup subconsultants in case they start to fall behind? Mark said yes.

60 Marc asked how would we know that our project is the important project? Mark said the CEOP and their

61 COO is responsible for coordination of resources and they look at projected work. They have about 60

62 design staff that are utilized at 76% which gives them a planning tool for scheduling and have about

63 7,300 design hours available per month.

64 Gino said that he's big on collaboration and consensus in an organization, but someone has to make an

65 unpopular decision as to when something must be done out of the normal sequence for a project. We

66 can't wait for the project deliverables and especially when there is an urgent need. Who steps in to

67 make that happen at Harriman? Mark said he would be that person.

68 Marc asked if they have a community engagement person, Mark said yes.

69 Chief Dolan asked if they have experience or preference in a one or two story building? Dean said

70 they've done one, two, and three story buildings.

71 Gino asked what is more cost effective? Mark said for Salem wetlands will come into play and that

72 generally a three story will be more efficient than a two story.

73 Chairman Sorenson asked about projects that didn't pass the first time and if modifications were made

74 on those designs? They said on the Pelham project, they missed by 17 votes the first time.

75 Chairman Sorenson asked if Emily is versed in all forms of PR, they said yes.

76 Chairman Sorenson asked if they are familiar with wetland mitigation, they said yes.

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78 **TGAS:** Ted Galante, Founding Principal, Paolo Carissimi, Principal, Yar Laakso, Senior Associate, Scott

79 Bourcier, Gale Associates, Nick Fair, CES

80 Member Boyer asked for them to elaborate on their community interaction, Ted said every community

81 is different and they will talk to whomever will listen, and will present in the most effective format.

82 Member Boyer asked if they've done any police/fire projects in NH, Ted said their team has done a lot of

83 projects in NH (education, municipal, and private)

84 Marc asked for them about their experience with CM and open risk. Nick said they work several projects

85 with a CM at risk and said they preapprove, recommend, and make selections. Ted said they see this in a

86 lot of projects.

87 Chairman Sorenson mentioned the existing Geotech and site plans and asked if they would be ok with

88 that. Ted said yes, and will make sure it is what's required, and that the programming is done correctly.

89 Marc asked about his contractors, he said they seem to do all of his work, how do they know they are

90 competitive? Ted said they bring a team to the table and don't fee shop who they work with, and that

91 they build long term structural relationships and communication and documents are clear. He said they
92 have a lot of business conversations that can be friendly, and tense, but it's a long term working
93 relationship.

94 Chairman Sorenson said they have enough horsepower to get to the end, he said we are ready at the
95 11th hour, Marc said we are looking at conceptals and agreeing on a direction by early fall. Ted said this
96 is not the most aggressive schedule they have faced.

97 Chief Dolan asked if they have a template for PD, or is it a unique design based on customer needs? Ted
98 said safety and privacy are key.

99 Chief Best asked if they've had experience constructing or renovating while still occupied? Ted said yes.

100 **Next Meeting:** Wednesday, April 19, 2023 at 3:00 PM. General follow up from three presentations will
101 take place during that meeting.

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103 **Motion by:** LaFontaine to adjourn at 5:15 PM, **Second** by Boyer

104 **Member Sorenson – Yes**

105 **Member Boyer – Yes**

106 **Member LaFontaine – Yes**

107 **The motion passed 3-0-0**

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109 Notes/minutes taken by: Kim Babaian

110 Approved: MBAC Committee

111 Date: April 12, 2023