

November 8, 2007

## Meeting Minutes THE CITY OF DOVER

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North End Station Building Committee, Regular Meeting

November 8, 2007, 5:30 p.m.

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**MEMBERS PRESENT:** Chairman Sam Allen; Retired Deputy Fire Chief Dick Hughes; Lt. Dave Lindh; FF Dave Hanna; Karen Weston, City Councilman Harvey Turner.

**MEMBERS ABSENT:** Matt Mayberry

**STAFF PRESENT:** Chief Perry Plummer; Assistant Chief Richard Driscoll; Clerk Typist Lynn Conway

**OTHERS:** Architect Chip Krause; Foster's reporter Leslie Modica

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The Meeting was called to order by Chairman Sam Allen at 5:39 p.m.

### 1. Approval of Minutes

**Motion by Karen Weston:** To accept the minutes of September 27, 2007.

**Seconded by:** Dick Hughes

**Passed by unanimous vote.**

### 2. Bid Opening Process Discussion

The deadline has been set to go before the City Council for November 28, 2007. The bid opening is on Monday, November 26, 2007, at 2:00 p.m. The bidding information will be communicated to the North End Building Committee that evening. Low bidder will be selected and sent to the City Council. If approved by the City Council on Wednesday, November 28, 2007, the contract will be signed the next day.

### 3. Discussion of Contractor Selection

Harvey Turner voiced concern of danger of the contractor going over cost and what was our protection to keep within the spending limit. Chip Krause and Chief Plummer said that because of the type of delivery we entered into, Design/Bid/Construct, that the

contractor owned the cost of the project and could not come back to the city for increased costs.

Chief Plummer asked what the process would be if any changes needed to be made during construction. Chip Krause said it would be done by a change of order. Typically any changes would be brought before the building committee to be approved, but a designated field representative from the Fire Department would have authority to approve changes up to a stated dollar amount or a change that was time sensitive.

Chip Krause left a package of the building specifications and design plans with the committee. The new station is designed to be energy efficient and environmentally friendly.

Cost of furnishing the administrative offices will be determined as the building process proceeds. Decisions will be made as to what can be moved from Central Station to the North End Station to curb costs.

Chip Krause left the meeting at 6:00 p.m.

#### **4. Progress Update**

Sam Allen gave an overview of the progress of the committee since its inception. He also talked about the costs that have been incurred so far, public relations and the positive community support that has been received.

Discussion occurred pursuant to the resolution brought forth by City Councilman Dean Trefethan to delay the building of the North End Fire Station.

#### **5. Next Meeting**

The next scheduled meeting will be Monday, November 26, 2007 at 5:30 at Central Station.

#### **6. Adjourn**

**Motion by Dave Lindh:** To adjourn the meeting.

**Seconded by:** Dick Hughes

**Passed by unanimous vote.**

Meeting adjourned at 6:42 p.m.

**Recording Secretary:** Lynn Conway