

Facilities and Public Safety (03/31/2025)
Meeting summary
MINUTES

The Town of Bolton Board of Selectmen held a Facilities and Public Safety subcommittee meeting on March 31, 2025, with First Selectman Rodney Fournier, Selectmen Gwen Marrion, Pam Sawyer and Tim Saddler. Also in attendance was Town Administrator Jim Rupert.

R. Fournier called the meeting to order at 8:30 a.m.

Quick recap

The Town of Bolton Facilities and Public Safety Committee met to review proposals and select firms for a facilities study, with six proposals received and prices ranging from \$24,726 to \$149,900. The committee discussed the advantages of each firm, the importance of staying within budget, and the need for a fresh facility study for future grant applications. They decided to interview three firms, with the potential for a conflict of interest with Russell and Dawson, and plan to draft interview questions collaboratively.

Next steps

- Each committee member to draft 4-5 interview questions and send them to Jim.
- Committee members to draft and send interview questions to Jim.
- Kathy to schedule interviews with Bureau Veritas, STV, and potentially Russell and Dawson.
- Committee to contact the Ethics Committee for a ruling on potential conflict of interest regarding Tom Manning and Russell and Dawson.
- Jim to clarify with STV the cost of additional buildings (alternates) in their proposal.
- Jim to continue drafting the RFQ for the Town Hall project and present it to the Town Hall subcommittee.
- Town Hall subcommittee to review the draft RFQ when completed by Jim.

Summary

Bolton Facilities Study Firm Selection

The Town of Bolton Facilities and Public Safety Committee met to review proposals and select firms for a facilities study. Six proposals were received, with prices ranging from \$24,726 to \$149,900. The committee discussed the advantages of each firm, including StV's familiarity with the town and Prior Associates' previous work on a facility study. The committee also considered local firms, such as Russell and Dawson, which has a local principal. The next step is to interview the selected firms.

Friar's High Bid Discussion

Town discussed the high bid from Friar and the need to understand the advantages of other firms. They decided to focus on pointed questions to get thorough answers during interviews. They also discussed the facilities, including the alternates, and the need to consider all buildings, including the ones that tend to be forgotten. The team agreed to eliminate the high bids and focus on the remaining options.

Town Hall Project Proposals Discussion

Town discussed the proposals received for the Town Hall project, highlighting the strengths of the Bureau Veritas proposal, including its detailed approach, interviews with relevant stakeholders, and inclusion of functional deficiencies. Town expressed concerns about potential conflicts of interest with Russell and Dawson due to Tom Manning's position and suggested not interviewing them. Town also expressed interest in interviewing STV and Bureau Veritas, emphasizing the importance of a vision for the facilities. The group agreed to interview three firms, with Town suggesting Bureau Veritas, Stv, and R.Dawson.

Facility Study for Budget Planning

Town discussed the importance of staying within budget and the potential for price increases in bids. They also considered the need for a fresh facility study, especially for grant applications. The study could help drive a capital plan for the next 10 to 20 years, ensuring proactive planning for future expenses.

Facilities Assessment Proposals and Pricing

The committee discusses the proposals for a facilities assessment, focusing on the scope and potential benefits for future grant applications. They consider the level of detail needed in the reports and whether certain buildings, like the Heritage Farm, should be included given existing studies. There is uncertainty about whether the STV proposal includes the listed alternates in their price or if those would be additional costs. The group agrees that clarification is needed on pricing and scope before making a decision.

Town Project Firm Selection Process

The committee discussed the process for selecting a firm for a town project. They decided to interview three companies: Bureau Veritas, Russell and Dawson, and STV. However, they will first consult the Ethics Committee regarding a potential conflict of interest with Russell and Dawson, as one of its principals is an elected town official. The committee agrees to draft interview questions collaboratively and plans to schedule back-to-back interviews lasting 30-45 minutes each. They also briefly discuss the ongoing process of drafting an RFQ for a separate Town Hall project.

R. Fournier adjourned the meeting at 9:10 a.m.

Best,

Zoom