

# VILLAGE OF BARKER BOARD OF TRUSTEES

## FIRE BREIFING MINUTES



March 7, 2019 7:00pm

Mayor Aaron Nellist  
Deputy Mayor Gregory Kerth  
Trustee R. James Baker  
Trustee Seanna Bradley-Corwin-*Absent*  
Trustee Benjamin Seward

**Meeting Location:** 8737 Main Street, Barker, NY (Lion's Club Building)

**Meeting notified** to the official paper by media notice, social media and posted on the Village website

In **Attendance:** DPW Superintendent Mark Remington, Aaron Davis, Grace Bodine, Herbert Lesch, Christine Bronson, Robert Verheyen, Roy Anderson, Kathie Smith, Lisa Thompson, MRB Engineer Paul Chatfield and MRB Architect Scott Bova. Trustee Corwin-Bradley was absent from the meeting.

Mayor Nellist administered the pledge of allegiance **to open the meeting at 7:00pm.**

Mayor Nellist stated that the purpose of this meeting is to begin discussions on what is needed in the new building to do business day to day, as well as begin planning in an incremental manner in order to ensure we are prepared for the next step when the time comes. Currently the Village and Library are waiting for Cause and Origin to continue their work in determining a cause. Mayor Nellist also explained that inviting MRB representatives Paul Chatfield and Scott Bova are here to help the Village answer questions, as well as facilitate the beginning stages of planning.

The Clerk-Treasurer when through things accomplished:

Tuesday, March 5, 2019:

- ✓ Finished painting the bathroom
- ✓ Emailed Shelter Point about disability policy
- ✓ Updated budget numbers and discussed possibilities with Mark
- ✓ Began to balance February 2019 books
- ✓ Completed monthly water sample report
- ✓ Received an phase II quote from Document Preprocessors about document recovery

Wednesday, March 6, 2019:

- ✓ Trustee Seward reconciled January 2019 books and ledgers
- ✓ Update budget numbers and discussed budget with Trustee Seward
- ✓ Began cleaning out spare room in Police Station
- ✓ Typed meeting minutes, printed, posted and emailed to the Board
- ✓ Fine tuned conceptual ideas for the new building
- ✓ Backflow prevention letter for 1713 Pallister Avenue
- ✓ Began the agenda for Board meeting 3/11/2019

Thursday, March 7, 2019:

- ✓ Continued to work on February 2019 books
- ✓ Updated budget numbers
- ✓ Worked on the agenda for Board meeting 3/11/2019
- ✓ Correspondence with Paul Chatfield regarding the meeting tonight
- ✓ Correspondence and phone conversation with Dan Graff of the NFA about document restoration quotes, demo quotes and fencing possibilities
- ✓ Cleaned up aftermath of flooding situation in the spare room at the Police Station, Mark did the majority of the hard work-will call Drum to complete the necessary repairs

Mayor Nellist stated that a visit to Document Preprocessors in Penn Yan maybe necessary, along with a representative from NYS Archives to ensure we are only getting back what we need correctly for an appropriate cost. The goal is to get the cost down to our policy limit. More updates will follow.

Mayor Nellist stated that the NFA is lucky to have the Clerk-Treasurer to assist in the day to day operations associated with the fire; he thanked the Clerk-Treasurer for her hard work. Mayor Nellist also stated that we did have a pipe in the spare room of the Police Department must have been frozen and when the doors were left open because we were cleaning it out it must have thawed making a small crack in the pipe, which leaked creating a flooded room. DPW Superintendent Mark Remington did an excellent job of containing the flooding and Mayor Nellist thanked him for going above and beyond.

Trustee Baker was recognized for completing a lot of repairs at the Police Station since the fire to make it a more suitable office space by Mayor Nellist. Trustee Seward has also helped by doing bank reconciliations and assisting Trustee Baker in his improvements.

Deputy Mayor Kerth stated that he is going to call the Niagara County Board of Elections on Monday to set up a time to pick up the election equipment that we are going to borrow for our Village election on March 19, 2019.

Mayor Nellist introduced Paul Chatfield of MRB Group.

Mr. Chatfield stated that he's been the Village's Engineer since 2005 at the time he had his own Engineering firm, but a couple years ago he joined the MRB Group. He's been with the Village through many large projects including grants for drainage, phase I and phase II of the water projects, as well as capital improvement plans in 2005, 2011 and 2017.

He introduced MRB Architect Scott Bova. They explained they are currently in the process of bidding a similar project for the Town Hall, so they are well aware of municipal operations and needs. Mr. Bova also stated he has worked on over 20 Library projects.

The previous Village Hall & Library was 5,591 square feet.

The goal is to provide the Village and Library with a building that accommodates their needs, but with a more efficient layout. It may feel bigger because the space is better utilized.

Mr. Chatfield stated that what we accomplish at this meeting would be defining the programming needs of the Village and Library and from that programming a concept plan can be designed for the project. Discussion of schedule and expectations will also be discussed. Mr. Bova stated that a written document will be developed from our discussion of needs, size, mechanicals, support spaces etc. The plan will evolve as needed and will provide enough information that a conceptual layout can be drafted.

Ideas presented include:

- ✓ Making the building ADA accessible, looking at the grade and eliminating steps if possible
- ✓ Enter the building through a mutual foyer that would lead to the Village Hall or Library with shared public bathrooms, would contain community bulletin boards & pamphlets
- ✓ A shared kitchenette or gully kitchen with sink, small refrigerator, microwave, coffee pot and a half bathroom
- ✓ A shared copy room/processing room
- ✓ A shared board meeting room that would seat 40-60 people with a conference table for 8
- ✓ Protective safety measures/barriers
- ✓ Office space for 3-4 people on the Village Hall side
- ✓ Possibly a basement for storage and fire proof records room, also to accommodate utilities
- ✓ Adequate storage for supplies and filing cabinets
- ✓ Library would like to maintain open floor plan with children's room, quiet room, children's play room, circulation desk and small office for the Director
- ✓ Security system & cameras
- ✓ Separate Central air, heating units, and utilities
- ✓ Automatic backup generator
- ✓ Parking may need to be addressed based on location of the new building and the condition the new parking lot is left in

Mayor Nellist inquired about what the site should look like after it is demoed in order to facilitate a more cost effective rebuilding. Mr. Chatfield stated that the grade and soil will have to be tested in order to determine the best place to put the new building. If it's the exact same spot or if it's moved a little bit is still undermined. What is decided will give a better idea of what type of fill to back fill the footers with when the time comes.

Deputy Mayor Kerth inquired about what kind of time line we are looking at, Mr. Chatfield stated a lot of it depends on the insurance company, but it could be 18 month to 2 years before everything is done. The insurance will dictate the timeline until it's all settled.

Mayor Nellist inquired about the time frame before we meet again; Mr. Chatfield stated it will most likely be 6 weeks before the initial plan is ready. A ruff time frame would most likely look like:

Concept 1.5 month  
Public Info gathering 1 month  
Design 4 months  
Bid process 2 months  
Construction 6 months

There are three things that should be considered when preparing to go out to bid that will help with costs:

- 1-contractors are busy at certain times of the year
- 2-labor availability
- 3-weather and season

Chatfield clarified why this project will cost more than a residential project:

- 1) Because it's a public facility and has to be built to a higher standard for public use
- 2) Because everything will be subject to prevailing wage rates
  - a. This project will be subject to the Wick's Law because it will cost more than \$500,000 and will have to be broken down into four contacts
    - i. General
    - ii. Plumbing
    - iii. Electrical
    - iv. HVAC

Mr. Chatfield will make sure the Board has a proposal to approve for the Board meeting because work will not begin until an agreement is signed.

This was the last scheduled fire briefing meeting until further notice.

**A motion for adjournment was made at 8:50pm** by Trustee Baker and was seconded by Trustee Seward. The previous was ADOPTED.

The previous was ADOPTED. AYES-4-Nellist, Kerth, Baker, Seward NAYS-0/None ABSENT-1-Corwin-Bradley Motioned carried.

Respectfully Submitted,

Amanda M. Detschner, CMC, RMC, CMFO  
Clerk-Treasurer

