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HIGHWAY BUILDING COMMITTEE:

1 February, 2016

A Meeting of the Highway Building Committee was called to order by Chairman William Scott at 7:00 pm on February 1, 2016 at the Highway Department Office.

Present: William Scott, Robert Brown, Kevin McCarthy, Mark Vess, Kenneth Mitchell, Rich LaCamera, John Murray, James Fair, Daniel Tenney, Dave Hanlon and Lee Peck.

Motion *by Mark Vess to approve the minutes of January 19, 2016 meeting. Motion second by* Dave Hanlon. Approved by unanimous vote.

Mr. LaCamera delivered a contract for the RFP to Mr. Tenney and James Fair representing Weston and Sampson.

GENERAL DISCUSSION:

1. Mr.Tenney and Mr. Fair discussed their company's planned approach to the Needs Analysis for the Highway Department project. A project overview and schedule was distributed to the Commission. (Attachment # 5).
2. It was agreed that they will meet with Dave Hanlon and Robert Brown at the Hawkes Ave. site later this week to gather information for a more detailed assessment of the work required.
3. It was also agreed that Mr. Hanlon and Mr. Brown would complete an extensive Need Assessment Questionnaire for Mr. Tenney and Mr. Fair. (Attachment #6). Results of this questionnaire will be reviewed with the entire Committee on our next scheduled meeting on February 15, 2016.
4. Mr. LaCamera agreed to try and aquire the original plans for the buildings in question from the Town Records if they are available.
5. Mr. Tenney and Mr. Fair toured the present shops to review equipment on site which may be utilized at the new facility.

Date For Next Meeting : Set as February 22, 2016 at 7:00 pm at the Highway Department.

Motion: To adjourn by Kevin McCarthy.

Second by Dave Hanlon. Approved by unanimous vote.

Adjournment:

Minutes respectfully submitted by: John Murray, Secretary

Amended minutes for February 1, 2016. **Reason**-Dave Hanlon's name was inadvertently left off attendees list in original Minutes.

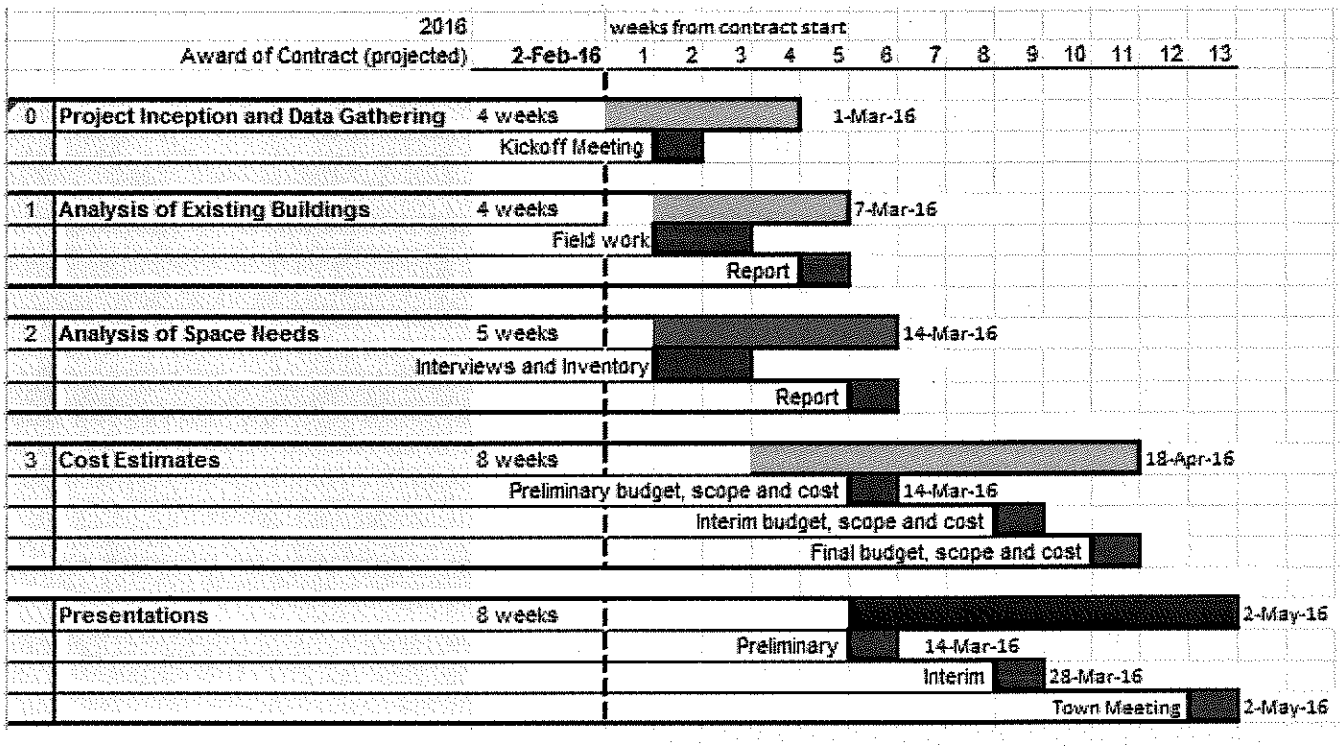
ATTACHMENT # 5

REF.: MINUTES FOR 1 FEB 16

PROJECT KICKOFF MEETING

Monday, February 1, 2016

- Introduction – Weston & Sampson
- Overview
- Schedule



- Objectives for this evening
- Sample report
- Standard Interview Questions and Topics (handout)

- Next Steps

ATT: #6

Standard Interview Questions/Topics REF: MINUTES / FEB 16

ALSO: MINUTES / FEB 16

GENERAL QUESTIONS

1. Please provide a general description of the services your division and/or you provide.

2. How many full time employees (workforce or administration)? Include breakdown of male & female employees.

3. How many part time or seasonal employees?

4. Please provide a list of rolling stock (small trucks, large trucks, construction equipment, and small support equipment, etc.)

5. Do you anticipate future growth in your division? If so, please quantify (when, personnel, vehicles, equipment, etc.)

6. Are there any programs which are currently performed by other departments or that do not exist which you anticipate being incorporated into your operation in the future?

7. What would make your department or division work well?

8. What department(s) or division(s) would make the most sense for yours to be near?

9. What type of specialty equipment is needed to support your operations (vehicle lifts, carpentry equipment, welding equipment, cranes, monorails, etc?)

10. What are exterior site issues that most influence your work?

11. What issues affect employees the most (noise, fumes, traffic patterns, lack of natural light, indoor temperature?)

12. What would you like to see happen most for the complex?

Vehicle Maintenance Considerations

Site Issues:

1. Provide an exterior staging area for down vehicles to be temporarily stored prior to being serviced
2. Adequate staging area in front of doors should be provided to allow vehicle to pull up for service
3. Adequate circulation space should be programmed in front of doors to allow tow truck / vehicle combination vehicle movements
4. Provisions for parts / material delivery

Type of Spaces:

1. Maintenance bays
2. Welding area / bay
3. Tire storage and repair area
4. Parts room
5. Battery storage / charging area
6. Small equipment workshop (for small equipment such as parts washer, drill press grinders, sanders, saws, etc.)
7. Mechanics office
8. Mechanics reference room
9. Fluid storage room
10. Compressor room
11. Secured small tool storage area

Equipment and Accessories:

1. Lift types – inground frame mount, two post light duty, platform, portable
    a. Mohawk
    b. ARI Hetra
    c. Rotary
2. Tailpipe exhaust system – individual system with pendent mount proximity sensor activation or separate remote switch activation vs. combined systems with remote switch activation
3. Telescoping fume extraction arms
4. Portable welding screens
5. Portable welding fume collector system
6. Lubrication distribution system including bulk storage, secondary containment system, pneumatic pumping system, piped distribution system, and dispensing reels
7. Pull down task lighting and electric reels
8. Pull down water and compressed air service
9. Heavy duty work benches
10. Heavy duty steel welding bench
11. Heavy duty parts shelving
12. Small parts bins and storage units
13. Cantilever steel storage racks

14. Double and triple tier tire storage racks (with hoist)
15. Portable or fixed jib crane for tire workshop
16. Monorail
17. Bridge crane (single girder crane with hoist)
18. Tire changer
19. Wheel balancer
20. Tire inflation cage
21. Small workshop equipment (drill press, grinders, saws, etc)
22. Wash area / bay (consider wash facilities to allow equipment / components to be cleaned prior to service)

Design Details:

1. Drive thru vs. drive in / back out bays (minimum 18' wide)
2. Interior height considerations (height of largest vehicle + 6' of lift + crane/monorail systems + MEP + structure)
3. Sloped floor vs. flat floor considerations (drainage considerations)
4. Concrete floor finishes (steel trowel with minimum dry shake hardener and sealer – consider barrier coating as well)
5. Work bench area in front or between bays
6. Door size (minimum 14' wide)
7. Consider service pits
8. Lighting layout to provide adequate lighting when vehicles are in the
9. Carbon monoxide detection system
10. Air filtration system – pre-filter (synthetic fiber), primary filter (HEPA), carbon filter, photo-catalytic oxidation chamber to remove airborne engine vapors, diesel exhaust, soot gases, carbon monoxide, nitrous oxide, volatile organic compounds, particulate dust
11. Heating system with make-up air and heat recovery
12. Separate welding area with task welding station with fixed hood
13. Local and remote overhead door controls
14. Alternative fuel maintenance considerations
    a. Whether it's compressed natural gas, liquid natural gas, hydrogen, or hybrid engines
    b. Hydrogen Fuel Considerations
        i. Slope roof to ventilate hydrogen gases
        ii. Isolated areas which may generate sparks
        iii. Use NEC explosion proof Class I Division II Group B standards
        iv. Ensure that there are no direct heat sources which have a surface temperature over 750 degrees F in hydrogen service areas.
15. Stainless steel shop floor sink
16. Natural lighting provisions
17. Mezzanine storage area over support spaces with access via overhead crane or monorail
18. Excessive electrical and compressed air provisions
19. Exterior compressed air and electrical outlets
20. Concrete approach slabs

21. Provisions for exterior bulk fluid delivery and/or removal
22. Waste oil heating systems for supplemental heat source
23. Parts management / inventory control system
24. Clear aisle access thru shop (OSHA)

DPW Space Needs
Outline for
Standard Interview Questions/Issues

GENERAL QUESTIONS

1. Please provide a general description of the services your division and/or you provide.
2. How many full time employees (workforce or administration)? Include breakdown of male & female employees.
3. How many part time or seasonal employees?
4. List of rolling stock (small trucks, large trucks, construction equipment)?
5. Do you anticipate future growth in your division? If so, please quantify (when, personnel, vehicles, equipment, etc.)
6. Are there any programs which are currently performed by other departments or that do not exist which you anticipate being incorporated into the DPW in the future?
7. What would make your department or division work well?
8. What department(s) or division(s) would make the most sense for yours to be near?
9. What tools or equipment would your department or division want to be near?
10. What are exterior site issues that most influence your work?
11. What issues affect employees the most? (noise, fumes, traffic patterns, lack of natural light, indoor temperature?)
12. What would you like to see happen most for the complex?

SPECIFIC PROGRAMMING QUESTIONS

Building Questions/Issues

General

1. CATV services required? If so, identify types of TV (wall mounted or table mounted) and offices.
2. Find out how many contract plows the town hires. Find out how they operate (check in, feed them, parking, timing, timeclock, etc.)
3. Ask client if they feel it would be appropriate to have an unfinished expansion area (similar to Bedford, Franklin, Falmouth)
4. Security system (controlled door access, cameras, motion sensors, door contacts)?
5. Time card requirements?
6. Emergency power considerations?
7. Perimeter protection wall (4' or 8')?
8. Building type (pre-engineered, conventional, masonry)?
9. Building aesthetics?
10. Kalwall or skylights?
11. Any provisions for CNG or other alternatively fueled vehicles?
12. Sustainable design considerations (building & site)?
13. Any special weather station provisions? (DTN or other)?

Administration

1. Sample Types of Offices:
    - DPW Director office
    - Assistant Director office
    - Business Director office
    - Engineering offices
    - CAD / GIS Offices
    - Billing office
    - Administration staff
    - Break room
    - Copy/file/mail area
    - Secured storage
    - Active file storage
    - Archive file storage
    - Supply closets
    - Administration toilets
    - Public toilets
    - Public meeting room
    - Small meeting room
    - Tel/Data room
2. Type of space (walls, cubicle, open)?
3. Any special requirements for reception?
    - Shared coverage at desk
    - Counter size
    - Cemetery sales (with room for plan storage)
    - Shelving under counter
    - Computer terminal
    - Pay bills (safe/cash register)
    - Pull down security door or counter glass protection
    - Display boards or cabinets
    - Size of waiting area
    - Adjacent small meeting room
    - Bulk distribution (recycle bins etc)
4. Office infrastructure?
    - Tele/data requirements
    - Furnishings (by others?)
    - Closets
    - CATV
    - Paging system
5. Historical file storage (DPW or Town wide)? Vault considerations?

<u>Employee Facilities & Supervisor Areas</u>

1. Types of Offices:
    - Supervisor offices (superintendent, foreman)
    - Dispatch office
    - Emergency Snow Fighting Center
    - Training room

- Records storage
- Sleeping quarters/storm event room/multi-purpose room

2. Number of employees using lunch room (size for contractor plows as well)?
3. Meeting area for morning assignments or shared lunch room with other divisions?
4. Full size kitchen with refrigerator, microwave, sink, stove, microwave, garbage disposal, dishwasher, cabinets?
5. Perimeter counters?
6. type of seating and tables?
7. Any special provisions for a permanent coffee maker?
8. Vending machines?
9. Number of lockers for male and female?
10. Lockers for seasonal employees?
11. Size of lockers (standard 12" wide, 18" wide, double lockers for wet/dry, overhead compartment)?
12. Ice machine requirements?
13. Large wall area for schedule boards or road maps?

<u>Shops</u>

1. Sign shop?
   - Bake machine
   - Storage type for blanks (vertical, horizontal)
   - Pole storage
   - Computerized equipment
   - Stencils
   - Barricades
   - Line painting equipment and supplies
2. Water meter testing shop?
   - Meter testing bench (new or relocate)
   - Secured meter storage area
   - Meter painting
   - Work bench area for meter repair
3. Carpentry shop?
   - List of equipment (new or existing)
   - Painting area
   - Prep area
   - Loading area
   - Staging area
4. Grounds work shop?
   - Provisions for work bench for repair of hand equipment
   - Blade sharpening provisions
5. Sewer Shop?
   - Material storage
   - SCADA system
6. Material storage? Qty, type, size, delivery method?
   - Hand tools, shovels, etc.
   - Bulk pesticides (qty, type)

- Bulk pallet of cement or other?
- Heated cold patch?
- Heated sand/gravel?
- Pipe storage

7. Secured storage provisions? Qty, type, size?
8. Overhead door access?
9. Paint booth?
10. Any special water service provisions required outside of typical wall hydrants
11. Any special compressed air requirements?
12. Lighting type?
13. Tele/data/paging requirements?
14. Sink provisions in shops?
15. Overhead door access?
16. Heating design temperature?
17. Air conditioning provisions in shops?
18. Flammable material cabinets?

Vehicle Maintenance

1. Number of Mechanics?
2. Number of bays?
3. Types and quantities of vehicle lifts?
    - Light duty two post
    - Heavy duty platform or 4 post or portable
    - Inground lifts
    - Relocate existing
4. Fluid distribution system?
    - Quantities and types of fluids
    - Number of reel locations
    - Delivery quantities
5. Access to bays (drive-in / back-out or drive thru)
6. Size of overhead doors?
7. Tire repair area?
    - Type of repairs
    - Inflation cage
    - Tire machine
    - Balancer
    - New equipment or relocated
    - Number of tires require to be stored at one time
8. Welding area?
    - Separate bay
    - Welding hood
    - Portable fume exhauster
    - Fixed welding fume extraction system
    - Welding screens
    - New welding equipment or existing
    - Type of welders

9. Parts room (type of storage equipment)?
10. Floor finishes (smooth or steel trowel)?
11. Maintenance floor - flat or pitched?
12. Floor drain type (trench or single floor drain)?
13. Lighting type?
14. Tele/data/paging requirements?
15. Heating Design Temp?
16. Air conditioning provisions in maintenance area?
17. Other support equipment requirements (monorail, bridge cranes, lathes, drill presses, bench grinders, hydraulic press, etc.)?
18. Work bench area along perimeter wall (if so increase bay width by 4 to 5 feet)?

Vehicle & Equipment Storage

1. Number of vehicles and sizes?
2. Drive thru or stacked parking?
3. Preferred vehicle storage arrangements?
    - 90 degree
    - 60 degree angles
    - Plow at front of bay
    - Painted yellow lines
    - Back-in
    - Storage of vehicles with towed equipment
4. Floor finish (smooth or steel trowel)?
5. Any special vehicle/equipment storage requirements? For example, is a towed combination to be stored intact which would require a +/- 55' long stall?
6. Floor drain type (trench or single floor drain)?
7. Lighting type?
8. Tele/data/paging requirements?
9. Heating design temp?
10. Heating system (radiant floor, radiant tube, forced hot air, tempered return air)?
11. Seasonal equipment storage?
12. Separate dedicated area off of drive-thru lane for small equipment vs. at end of vehicle storage bay?

Vehicle Wash Bay

1. Barrier floor coating?
2. Bay size (typically 25' wide and 50' long for manual wash system)?
3. Drive thru or drive in / back out?
4. Separate standalone bay or shared?
5. Catwalk type (side or overhead)?
6. Wash equipment type (pressure washer or automatic drive-thru)
7. Recycling equipment?
8. Trolley system for wash equipment?
9. Tele/data/paging requirements?
10. Heating design temp?

11. Quickfill water connection (2" or larger)?

Site Question/Issues

1. Access into the site?
2. Number of employee parking spaces?
3. Number of public parking spaces?
4. Pavement thickness requirements?
5. Fencing / gate control?
6. Any special drainage provisions required?
7. Any work to be completed by the Town?
8. Curb types (bit berm, precast concrete, granite)?
9. Flag pole? How many?
10. Utility availability (water, sewer, natural gas)?
11. Fuel island (new, replace, none)?
12. Is Town exempt from zoning?
13. Any nearby aquifer protection districts?
14. Any nearby wetlands?
15. Any known contamination on site?
16. Have existing buildings been tested for hazardous materials (lead and asbestos)?
17. Is site in a historic district?
18. Site lighting (pole or building mounted)?
19. Site security cameras?
20. Landscaping provisions?
21. How many removable sander bodies do you have? How they would like them to be stored in the off season (sander canopy or salt shed canopy or other)
22. What type of deicing chemicals they use (salt, sand, ice-b-gone, calcium chloride). Find out:
    a. How much material is stored
    b. How is it stored (salt shed, poly tank)
    c. Find out where it needs to be stored (inside or out)
    d. Discuss loading operations to understand when and how chemical is loaded to the vehicles
    e. Discuss delivery requirements to find out how it is delivered
    f. Find out if delivery system needs any utility requirements (electric etc)
    g. Find out if loading ramp is required to load vehicles. Ask how they like to load and how high they want to be above vehicles.
23. Discuss vehicle circulation patterns on site.
24. Locate sensitive receptors.
25. Determine any prevailing wind directions.
26. Determine sun exposure requirements.
27. If selecting a new site, make sure that the facility will not violate any noise restrictions. DEP limits how much the noise levels can be increased.
28. Any existing neighborhood issues?
29. Salt/Sand Storage provisions
30. Bulk material storage
    - Waste cuts

- Stone
- Gravel
- Sand
- Frames & grates
- MH/CB structures
- Curbing
- Masonry