

**Town of Nelson  
Selectmen's Meeting  
With  
Nelson Fire and Rescue Equipment Committee  
6:00 PM**

April 16, 2019

Executive Board Attending: David Upton, Gary Robinson, Edie Drinkwater, Admin. Assist.

Nelson Fire and Rescue Equipment Committee Attending: R. Lenox, J. Bunce, B. Roland

Others attending: A. Ward

At 6:00 PM David Upton opened the April 16, 2019 meeting of the Nelson Select Board and Nelson Fire and Rescue Equipment Committee.

- R. Lenox asked the Board to clarify what role they would like the Nelson Fire and Rescue Equipment Committee to play going forward with the purchase of the new Pumper/Tanker truck.
- David explained the Town Policy on the Bid process for major purchases or services. There is a Standard bid format used when requesting bids. This includes project or purchase identification, Cover letter to Bidder, Qualifications or Requirements, Conditions and limitations of award, bid receipt deadline, and may include an Optional Bid clause. David offered copies of the Town Purchasing Policy and the RFB format with cover letter.
- Since the Fire department's need for this truck is urgent, everyone present agreed that the purchase would be best occurring within the 2019 fiscal year even though the warrant article is non-lapsing until December 31, 2020.
- Following questions regarding equipping the vehicle, it was clarified that the Warrant Article included the costs of equipping the truck. David further explained that the combined total of truck and equipment may not exceed any amount over the appropriated funding. This does not include equipment already owned that will be used on the truck as those items are not expenditures made during the current fiscal year.
- David informed attendees that the Bid package will be developed from the Administrative Office but the detailed specs must be developed and provided by the Fire Department. He noted that the specs should be generic enough to provide all bidders an equal opportunity to bid on the project. A further consideration should be that the price includes delivery to Nelson.
- It was explained that 4 weeks or more is usually provided for bid development from the RFB mailing to the required receipt of bids.
- David encouraged the Committee to work with the Fire Department to select companies to receive the RFB.
- J. Bunce stated that he is not comfortable with the process from this point forward and expressed an urgency that this be done soon. He pointed out that the committee has worked long and hard on this project and wants very much to see it completed.

● A. Ward indicated that he and the Fire Chief will complete the spec list quickly and the Committee agreed to Meet again on Tuesday April 30, 2019 at 7:00 PM at the Town Office. The goal should be to finalize the specs for inclusion in the Bid package and provide a list of vendors to receive the package.

● R. Lenox asked the Board if it would be appropriate for the Committee to extend further help to the Fire Department on recruitment and organizational matters.  
This was approved and encouraged by the Selectmen.

● With all Fire Department discussions finalized, the committee exited the meeting and the Selectmen went on to general business.

● Gary made a motion to approve the manifest for April 17, 2019 as presented.  
David seconded.  
The motion carried 2-0.

● With nothing further, David made a motion to adjourn.  
Gary seconded.  
The motion carried 2-0.

7:28 PM Meeting Adjourned.

For April 17, 2019

Nelson Board of Selectmen

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David Upton, Chair

***Absent***

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Maury Collins, Selectman

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Gary Robinson, Selectman

Nelson Fire and Rescue Equipment Committee

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Robert Lenox

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Barbara Roland

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J. Bunce