



**Oswegatchie Fire Station Building Committee Meeting
Minutes
July 18, 2023**

Meeting called to order at 6:35pm by Chairman Robert Tuneski

Pledge of Allegiance

Members Present: Robert Tuneski, Matthew Blankenship, Michael Rocchetti, Rocco Braccile, Wayne Gilpin, Ted Olynciw, Beth Sabilia

Members Not Present: Richard Muckle

Guests: Shea Moses, Twig Holland, Attorney Nick Kepple

- Public Comment: None
- Opening Remarks: Committee should determine when the recording secretary should submit her hours to the committee for approval. Spreadsheet of hours will be submitted quarterly.
- Motion to approve the July 5, 2023 minutes – Ted Olynciw
Second – Wayne Gilpin
Voting – Unanimous
Abstain – Beth Sabilia, Mike Rocchetti
- July 5th meeting action items reviewed:
 1. A draft RFP by Twig was completed and socialized with Shea Moses.
 - a) The scope of work is important to look at
 - b) The feasibility is up-to-date
 - c) Design development – Inform bidders we have drawings
 - d) Services expected
 - e) Require credentials
 - f) Provide prior work information

- g) Require resumes
 - h) Include a schedule of the work
 - i) Provide information on work presently underway and how far in
 2. Twig suggested considering a sub-committee to read submitted proposals
 3. Presentations by selected firms would be done in one evening
 4. Criteria is listed in RFP
 5. Recommended hiring a project manager. Liability could be an issue were a committee member to take on project manager role.
 6. Project manager responsibilities:
 - a) Reviews documents
 - b) Provides real time information on cost
 - c) Hire soil borings consultant
 - d) Contact State regarding traffic as the station is located on a state road
 - e) Coordinates specialty consultants
 - f) Reviews contracts and invoices
 - g) Would be our representative

Discussion ensued pertaining to the hiring of a project manager.

Motion to attach fee schedule for consultants to the RFP and write a second RFP for a project manager – Rocco Bracciale

Second – Wayne Gilpin

Voting – 5 yay, 1 nay

Motion carried

Motion to table discussion on Wayne Gilpin and Chris Pafias' submitted attachments – Bob Tuneski

Second – Mike Rocchetti

Voting – Unanimous

Action Items:

- Jon Mullen, Planning Director, will attend August 1, 2023 Building Committee meeting. He will present the future growth and development of Waterford.
- Review Director Howley's survey results
- Review Ted's submitted questionnaire and Items to Consider documents

Chairman Tuneski would like to have a Design History notebook kept.

Mike Rocchetti asked Attorney Kepple the status of the Oswegatchie ownership transfer to the Town. Atty. Kepple stated he is waiting to hear from the Oswegatchie lawyer.

Ted asked Atty. Kepple if it would be prudent to get "testings" done even though the Town does not require them. Atty. Kepple agreed these tests should be carried out.

Motion to adjourn – Mike Rocchetti
Second – Wayne Gilpin

Meeting adjourned – 8:17pm

Respectfully submitted by:
Linda Finnegan, Recording Secretary



Office of the Director
Waterford Fire Department
204 Boston Post Road
Waterford CT. 06385

July 12, 2023

Oswegatchie Building Summary of some of the needs/concerns by members of the Fire Service

1. Plan for long term use
2. Health & Safety ventilation, A/C heating, diesel exhaust system, de-con area with showers off of gear room
3. Six individual sleeping rooms with lockers
4. Three bay apparatus area, drive through minimum
5. Areas for needed equipment, gear washing area, compressor room (need a new one)
6. Natural lighting , windows skylights
7. Training/meeting room for minimum 50 personnel with dividers and IT to support future needs, have access near kitchen
8. Electrical needs for future apparatus charging systems
9. Access, security needs get IT involved at this point
10. Commercial kitchen, to handle on duty crews, training events, meetings
11. Offices, for Volunteer Chief, on duty crews for reports.
12. Pitched roof with solar
13. Gear storage room off of apparatus floor
14. Large day room near kitchen
15. Design to fit the neighborhood/Town

Company 4 Questionnaire

Chief Pafias Reply

From: chris pafias <chrispafias@sbcglobal.net>
Date: May 15, 2023 at 7:42:07 PM EDT
To: Michael Howley <mhowley@waterfordct.org>
Subject: Re: Company 4 building questioner

I would like to see at least 6 bays with a pitched roof.

I think it's important that the volunteer officers have an office as well as the career staff.

Fitness room

Beds for at least 8 personnel. Individual bunk rooms would be ideal but dividers in a single room will suffice if square footage is an issue.

Training room should have enough room to hold 40-50 people



**Office of the Director
Waterford Fire Department**

04/3/23

Oswegatchie Building Committee Questions

On May 2nd the Building Committee met and is in the informational gathering stages. I have listed a few questions on needs of a new fire house. This questioner is going out to a selected amount of personnel. Please answer and return to me ASAP. You may also add other pertinent information on the bottom.

Replies by Wayne Gilpin, Building Committee member

1. Please list top three areas of a new station that are important to you and why.
 - a. Efficiency. Needs of the community. Plan for the future. 50 year life with minimal modifications or expense to the taxpayer.
 - b. Health & Safety. Exercise facility. Security
 - c. Comfort. Welcoming and pleasant environment for both career and volunteer.

2. Sleeping arrangements in a fire house how many? Open bunk rooms, cubicles, individual rooms.
 - a. 4-6 individual unisex personal rooms. Not necessarily with individual bathrooms. We don't know at this time what staffing will be in the future. Numbers, male, female, accepted community standards.
 - b. Plan for flexibility. It's cheaper to build it and not currently need it than to add it later.

3. Apparatus bays, drive through? Amount of bays needed?
 - a. We currently have 6. A minimum of 6. Some if not all drive through. Room for a ladder truck if needed at a later date. One reserved for volunteer usage (1967 Mack).

4. Health & Safety ideas? Decon area? Exhaust systems?

- a. Decon shower in addition to personal showers. Decon from an incident should not be done in "personal, daily use" areas.
- b. Gear decon with provisions for expansion to future standards. When I started 45 years ago, gear decon (if done at all) was "wash it down with a garden hose kid". We now have extraction washers. These may be larger, more numerous, or more frequently used in the future.
- c. Natural light & ventilation. Large windows for day rooms. Skylights in apparatus bays. For human circadian rhythms as well as energy savings. Many firehouses are too dark or have only artificial light. Firefighters are not moles or 16th century dungeon prisoners.

5. Firefighter training needs of new fire house? How big of a room/occupancy?
 - a. Room for 50 students, with room dividers. Classes are not necessarily desk work only. Practical training with equipment requires space. We have learned from Covid the need, at times, for social distancing.

6. Security for new station?
 - a. Absolutely. The police station, schools, even public utilities office on Hartford Rd. are no longer unlocked. We don't need to be Fort Knox and the public should be welcomed. But there may be times such as third shift, an active shooter, or a 9/11 situation where the building needs be securable as quickly and easily as possible.

7. What new technology in the fire service should we consider for this project?
 - a. Within 50 years diesel powered vehicles may be as obsolete as horses. There may be a need for modification to hydrogen or electric powered vehicles. At this point, we just don't know.

8. Kitchen / day room ideas?
 - a. Commercial kitchen for the training area. This may be used as a shelter during hurricanes, floods, etc.
 - b. Smaller kitchen for day use area.
 - c. More than a single day area. Not career vs volunteer. But people should have an option for a quiet/study space without a TV blaring or conversations.

9. Volunteer Company Officers room?
 - a. Office space for Chief. Meeting room & conference room (Not necessarily for volunteer use only).

10. Office/reports/control room?
 - a. Yes.

11. Flat roof verses pitch roof / solar?
 - a. Pitched.

- b. I like the idea of geothermal, but apparently the schools have had problems with their systems. Heat pumps, mini-splits. LED lights. Motion sensors w/ manual override.
- c. Solar. With the technology still developing, I'm concerned about something with a 20 years payback if the technology may be obsolete in 10 years. Would we buy a computer with 10 year old technology?

12. Volunteer firefighter needs?

- a. Room for meetings. Dual use of training room.

13. Career firefighter needs?

- a. This is routinely their home away from home on 24 hour shifts. It may be for days during emergencies. There should be areas that are a more residential than work vibe.

14. Gear storage area?

- a. Close to apparatus, but isolated from living areas. Negative pressure rooms?

Director/Chief of Fire Services

M. J. H.

Linda Finnegan

From: Ted Olynciw <tedolynciw@yahoo.com>
Sent: Monday, July 24, 2023 11:43 PM
To: Linda Finnegan
Subject: AGENDA ITEMS FOR THE NEXT MEETING
Attachments: Scan_20230720 (2).pdf

**CAUTION: This email originated from outside of the organization.
Do not click links or open attachments unless you recognize the sender's email address and know the content is safe.**

LINDA,

Kindly attach this email, with the attachment, to the agenda for the next meeting.

1. Questioner dated 7/7/23 and revised 7/21/23 - see attached

2. Discuss and take action to request the Purchasing Dept. to do a RFP for a Phase I Environmental Study

on the property that will be turned over to the Town for the construction of a new Fire House. This document

should be a must before the Town closes on this property. Kindly check with our Town Attorney to verify this.

Comments regarding the proposed RFP handed to us at the 7/18/23. I realize that this was only a draft.

a. I do not see a address for the new fire house.

b. No proposed square footage of the building is noted. We need to provide the bidders with the size of the project. Some firms have only designed smaller project whereas we want to attract firms who have done larger projects.

c. Where will the RFP be advertised besides the Town's website?

d. In the 2nd paragraph we talk about "Ideally, the building committee would like to use the existing drawings as a basis for updating design development and ultimately, for construction documents". This is like telling an artist to complete an uncompleted painting which was not completed by the original artist. I do not believe that this is realistic. I believe that we should provide each firm a complete file, USB Drive, including the HVAC drawing at the pre-bid meeting on what the previous architect provided and let them make the decision to use this info or not.

e. In this 2nd paragraph we are also telling the architect that we will be hiring a program manager. There is no reason to provide this information to the bidders.

f. Section II.A. We are telling the bidders to "update the existing design". I would think that the new firm selected should be allowed to develop their own creative concept based on what we furnish them. Hopefully we will be providing each bidder answers to all the questions in the questioner which needs to be addressed by this committee before we have pre-bid meeting. We can also just not give the bidders a summary of our answer to the questioner and only give it to the firm we select.

g. Do we have an A-1 survey of the property that could be included in the package?

h. Para II.B. This statement calls for the firms to provide info on 5 fire house they designed. There may be firms that designed fire house over the past 20 years. I would rather ask for fire house project they completed or are in construction or are in design during the past 5 years.

i. Para. III.A.1 Here again we are telling the bidders to use update the existing drawing,

j. Para. III.A.3 To this list the add Civil Engineering should be added.

k. Para III.A.4 How is the Architect to communicate to the news media and update citizens on the project progress?

l. Para. III.D.2. I thought that we were going to hire a Owner's Rep. or Clerk of the Works and not rely on the Architect to be the owners rep.

m. .Format of Proposal - Section III I do not understand this paragraph. Again we are saying that we will pay to update the existing drawings but will not compensate for any schematic / design development redesign the Architect chooses to make / present, regardless of its acceptance (or not) by the Owner. Are we not going to hear the comments from the chosen Architect whether or nor the existing drawing are workable.. We have not at this stage agreed upon addressed the questioner. We have not yet determined the size of the community / emergency shelter space. The largest room we now show on the existing plans allows for 40-50 seats. .Meanwhile the proposed site plan shows parking spaces for the seating for 222.

o. Selection Criteria - Should we add that the awarding of the contract will be to the lowest qualified bidder?

p. Fee Proposal - Request for Proposal # XXXX

Phase I - I do not understand "from \$_____ to \$_____, not to exceed \$_____; fee is based on total of _____ hours"

Phase II I do not understand what we are asking?

HPB - I do not understand what we are asking?

q The Candidate

As stated "the Candidate has examined the actual conditions, requirements and specifications".
What specifications?

r. There was a discussion at the last meeting regarding whether or not certain work should or should not be

included in the scope of work to be done by the Civil Engineering Group, such as boring, traffic study, A-2

survey, if we do not have a signed & stamped drawing, etc. Will we bid this work separately?

s. Additional Criteria - It may be difficult for an A & E firm to "promise to set aside a portion of the contract for

legitimate small contractors and minority business enterprises (see CGS31-9e)". There are only 3 firms

involved in the design, the Architect, the MEP Engineer and the Civil Engineer.

Thank you,

Ted Olynciw, Member

OSWEGATCHIE FIRE HOUSE
QUESTIONNEER

JULY 7, 2023

	A	B	C	D	E	F	G
1	QUESTIONS	YES	NO	MAYBE	NEED	WANT	REMARKS
2							
3	1 STORY						
4	2 STORY						
5	FLAT ROOF						
6	PITCHED ROOF						
7	HEATING FUEL - OIL						
8	HEATING FUEL - PROPANE						
9	MASONRY & STEEL STRUCTURE						
10	PRE-ENGINEERED STRUCTURE						
11	GREEN HOUSE DESIGN						
12	USING THE BUILDING AS AN EMERGENCY SHELTER						
13	BOAT STORAGE - INSIDE THE FIRE HOUSE						
14	BOAT STORAGE - OUTSIDE IN A SHED OR BARN						
15	NUMBER OF THRU BAYS-3						
16	NUMBER OF THRU BAYS-4						
17	NUMBER OF THRU BAYS-5						
18	SOLAR PANELS						
19	GEAR WASHER -1						
20	GEAR WASHER -2						
21	HEATED APRON						
22	FIRE SPRINKLER SYSTEM						
23	HEATED CONCRETE FLOOR IN TRUCK BAYS						
24	A/C FOR THE TRUCK BAYS						
25	POSITIVE PRESSURE IN DAYROOM TO PREVENT CONTAMINATION FROM GEAR ROOM						
26	BURIED FUEL TANK FOR VEHICLES						
27	PRIVATE BUNK ROOMS						
28	COMMON BUNK ROOM						
29	SOUNDPROOF BUNK ROOMS						
30	LOCKER ROOMS FOR WOMEN & MEN WITH BATHROOM SHOWERS & LOCKERS						
31	JANITOR CLOSET						
32							
33							

OSWEGATCHIE FIRE HOUSE
QUESTIONNEER

JULY 7, 2023

	A	B	C	D	E	F	G
		YES	NO	MAYBE	NEED	WANT	REMARKS
34							
35							
36	PHASE 1 ENVIRONMENTAL STUDY						
37	PRE-DEMOLITION INSPECTION REPORT OF EXISTING						
38	SOIL BORINGS						
39	ENTRY DOOR FOR THE PUBLIC- ACCESS TO HALL						
40	SEPARATE MECHANICAL ROOM						
41	SEPARATE SPRINKLER ROOM						
42	COMBINE MECHANICAL AND SPRINKLER ROOM INTO ONE						
43	OUTDOOR EQUIPMENT STORAGE- INSIDE						
44	OUTDOOR EQUIPMENT STORAGE- OUTSIDE IN SHED						
45	DISPATCHER						
46	DRYING TOWER FOR HOSES						
47	OPERABLE PARTITION IN TRAINING ROOM						
48	FLOOR DRAIN IN TRUCK BAY- NEED OIL SEPERATOR						
49	WATERPROOF WALLS IN TRUCK BAY FOR WASHING EQP.						
50	CONSIDER MASONRY WALLS						
51	WINDOWS - ALUMINUM						
52	ENTRY DOORS- STOREFRONT						
53	KEY PAD ENTRY - ALL EXTERIOR DOORS						
54	VESTIBULE AT MAIN ENTRY						
55	EQUIPMENT IN TRUCK BAY- EXHAUST, COMPRESSOR						
56	WASHING EQUIP.						
57	INTERIOR DOORS - HOLLOW METAL DOORS & FRAMES						
58							
59							
60							
61							
62							
63							
64							
65							
66	ITEMS TO CONSIDER/ INFORMATION/COMMENTS						

ITEMS TO CONSIDER/ INFORMATION & COMMENTS

- 1. If we are going to have a gathering room and use it for an emergency shelter or event gathering we have to determine the maximum number of persons we would allow at any one time. The Fire Marshall will determine the maximum occupancy for the public space.**
- 2. Would it make sense to enlarge the training room to accommodate item 1 above on the 1st floor.**
- 3. The parking spaces required is based not on the use of the building or the square footage of the building but only on the seating capacity which is 1 parking spot per 3 seats.**
- 4. It is much more economical to build a 2 story building than a one story building.**
- 5. Aesthetics has to be considered. What do the surrounding buildings look like. Would a flat roof be preferred over a pitched roof building.**
- 6. A Phase I environmental survey is necessary if the Town is going to own the property.**
- 7. Will need to submit our site plan as soon as we have determined the footprint of the building. Need Conservation and Planning & Zoning approval which could take 2-3-4 months. One or more meetings with the Town Planner is needed before we actually file our applications to Conservation Commission. With approval from the Conservation we then can file an application to P & Z. Cannot file to both commission at the same time.**
- 7. Soil borings are required for the design of the foundation.**
- 8. Has the old septic tank been filled in?**
- 9. If we are thinking about a large public space we could provide this on the 2nd floor but would need an elevator.**
- 10. The present proposed site plan shows 74 parking spaces which allows for the seating for 222 persons.**
- 11. WE NEED 2 WATER LINES, ONE FOR DOMESTIC & ONE FOR THE FIRE SPRINKLER SYSTEM.**
- 12. WE OBVIOUSLY NEED THE FOLLOWING ROOMS BUT THE QUESTION IN THE SIZE OF EACH ROOM**
 - KITCHEN**
 - DAY ROOM- SEAT 8 AT A TABLE & 9 IN FRONT OF TV**
 - DECON ROOM**
 - CHIEF'S ROOM- TABLE & SEATING FOR 8 PLUS DESK A**
 - 4 TALL FILING CABINETS**
 - FILE STORAGE**
 - TRAINING ROOM - SEATING FOR 40-50**
 - GEAR ROOM - MIN. OF 25 LOCKERS**
 - LAUNDRY ROOM- 2 EACH**
 - ADDITIONAL STORAGE SPACE**

**STORAGE FOR PAPER GOODS, CLEANING SUPPLIES
HOSE & SCUBA STORAGE**

- 13. BAY DOOR - WIDTH & HEIGHT- 14' X 14'**
- 14. GENERATOR- LOCATED OUTSIDE**
- 15. NUMBER OF HVAC ZONES**
- 16. HOW MANY BATHROOMS - PRESENT PLAN SHOWS 5**

OSWEGATCHIE FIRE HOUSE
QUESTIONER

JULY 7, 2023
REVISED JULY 21, 2023

INCLUDES ALL DATA COLLECTED TO DATE BY THE COMMITTEE

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	SHOWERS & LOCKERS	YES	NO	MAYBE	NEED	WANT	REMARKS
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53	FOB ENTRY PAD						
54	VESTIBULE AT MAIN ENTRY						
55	EQUIPMENT IN TRUCK BAY- EXHAUST, COMPRESSOR						
56	WASHING EQUIP.						
57	INTERIOR DOORS - HOLLOW METAL DOORS & FRAMES						
58	EMERGENCY LOCKDOWN						
59	MORE NATURAL LIGHTING						
60	SKYLIGHTS IN BAYS						
61	HYDROGEN OR ELECTRIC POWERED VEHICLES						
62	CHIEF'S OFFICE						
63	ITEMS TO CONSIDER/ INFORMATION/COMMENTS						
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OSWEGATCHIE FIRE HOUSE
QUESTIONER

JULY 7, 2023
REVISED JULY 21, 2023

INCLUDES ALL DATA COLLECTED TO DATE BY THE COMMITTEE

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