



Public Safety Facility Building Committee Regular Meeting

Meeting Minutes

September 16, 2019

Building Comm. Members	Consultants	Guests/Public
<i>Fred Alden, Chief PD</i>		
<i>Mike Bussell, Chief FD</i>		<i>David Nadau</i>
<i>Mike Reggio</i>		
<i>Mark Haines</i>		
<i>Matthew Alfond</i>		
Non-Voting Members		
<i>Anthony DiLuzio, Colliers</i>		
Adam Dalessio, Colliers		

Attendees are in bold, italic

Item #	Description	Responsibility	Due	Status
<i>mm.dd.yy.##</i>	<i>Owner/Client</i>	<i>Abbreviation</i>	<i>Date</i>	<i>Ongoing/Closed</i>
<i>09.16.19.01</i>	<i>M. Reggio called the meeting to order on September 16, 2019 at 6:06PM. Committee members in bold italic above were present.</i>	<i>Record</i>		<i>Closed</i>
05.06.19.03	OPM Contract M. Reggio and R. Hanson met with DiLuzio to review the contract terms and fee associated with the advertised tasks. 09/09 The Committee as previously recorded selected Colliers Project Leaders as its OPM for the Public Safety Project. Colliers will work with the Town Administrator and legal counsel to finalize the contract by the end of September. <i>9/16 No change, contract terms continue. M Reggio advised that the invoices will need to be brought up to date post contract execution.</i>	<i>Colliers</i>	<i>9/30</i>	Open



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05.06.19.05	<p>Known Consultants, Participants No current consultants. Committee suggested Colliers reach out to the town's "energy" committee as they will like have some review and project considerations. Colliers to communicate and report back. 6/17 No update, push to end of July 9/09 October would be a good time to engage the energy committee in early discussions.</p>	Colliers	7/30/19	Open
05.06.19.07	<p>Tours of Other Facilities Hold this until we get further along.</p>			Open
09.09.19.02	<p>Committee discussed creating section of the Town's Project website for "Frequently Asked Questions" (FAQ's) many of these are german from community to community and will be addressed several times over the life of the project. <i>9/16 Colliers to work with the Webmaster to see how best to receive questions, post documents and provide updates.</i></p>	Colliers	9/30	Open
09.16.19.03	<p><i>Adjournment With no further business to conduct M. Alfond motioned to adjourn at 7:16PM; seconded by M. Haines, hearing no further discussion the meeting adjourned.</i></p>	<i>Record</i>		
	Budget			
	Designer Selection			
09.09.19.01	<p>Colliers, to work with Reggio and the Town Administrator to negotiate the contract with Caolo & Bieniek Associates (CBA). Colliers distributed CBA's initial fee proposal for the committees consideration. <i>9/16 Negotiations continue.</i></p>	Colliers	9/30	Open
	Schedule			
09.16.19.01	<p><i>30 Day look-a-head</i></p> <ul style="list-style-type: none"> • <i>Finalize OPM Agreement</i> • <i>Finalize Designer Agreement</i> • <i>Receive, Approve Survey Proposals</i> • <i>Receive, Approve Geo Tech Proposals</i> • <i>Accept Program spaces and Square footage.</i> • <i>Commence Survey and Geo services</i> 	<i>Info</i>		

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09.09.19.01	<p>Colliers distributed an updated schedule showing the delay as a result of the second round of OPM procurement. The end result is the project lost effectively a month of designer negotiations, and the procurement of Survey and Geotechnical procurement. Committee asked that Colliers work with the Town's IT to put the schedule up on the project website 09/16 No further actions required</p>	Colliers	9/16	<i>Closed</i>
Site Investigation Activities				
05.06.19.01	<p>Site Survey Discuss timing and procurement process. Meets, Bounds, Topo, Dig-safe, utilities, set-backs, easements etc. This procurement will occur after the Designer RFQ is out. 6/3 Colliers to prepare draft RFP for Survey services for upcoming meeting. 9/9 Colliers to update RFP with new dates and review with the committee at the next meeting. 9/16 RFP issued to vendors and response due in October</p>	<i>Colliers</i>	<i>10/7</i>	<i>Open</i>
05.06.19.02	<p>Geo-Tech RFP required, study geology, site make-up, water table, ledge, native soils and bearing capacity. Required information for structural design and foundations. This procurement will occur after the designer RFQ is out 6/3 Colliers to prepare draft RFP for Survey services for upcoming meeting. 9/9 Colliers to update RFP with new dates and review with the committee at the next meeting. 9/16 RFP issued to vendors and response due in October</p>	<i>Colliers</i>	<i>10/7</i>	<i>Open</i>
05.06.19.03	<p>Building Haz-Mat. Existing materials at current Fire Station or Police Station Police Station not part of this process. Chief Bussell to review any records available for the FD 6/3 No update</p>	<i>Bussell</i>	<i>5/20/19</i>	<i>Open</i>
09.09.19.01	<p>M. Reggio advised htat he has developed a possible site plan that he would like to present to the committee prior to having the engineering team engaged. M. Reggio to present at the upcoming meeting. 9/16 M. Reggio issued the attached site documents and discussed the potential for long term use of the site for future projects.</p>	Reggio	9/16	<i>Info</i>

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	Permitting			
05.06.19.01	Planning 2nd & 4th Wednesdays 7:30 PM Colliers to make contact and introductions	Colliers	5/20/19	Open
05.06.19.02	ZBA Hold pending discussion with Planning Bd	Colliers		Open
05.06.19.04	Conservation Commission. 1st & 3rd Wednesdays 7:30 PM conscom@ci.ashby.ma.us Colliers to make contact and introductions	Colliers		Open
05.06.19.04	Energy Efficiency Committee Hold for future conversation.	Record		
Public Comment				
09.09.19.01	L. Whitney asked if anyone had knowledge of State Programs or State Requirements for the Design of Public Safety Facilities. M. Reggio advised that as a municipal project state requirements would not apply. The committee has chosen an architect and OPM that have significant experience in this building type.	Info		
09.09.19.02	D. Nadau asked if the OPM and Designer were part of the \$540,000.00 appropriation. M. Reggio advised that the included budget for OPM and architect. M. Reggio advised that the architect proposal is not available for public distribution at this time as it is a contract under negotiation, once finalized the design contract would be part of the public record.	Info		
09.09.19.03	D. Nadau asked for clarification of the proposed addition/renovation versus new building study. M. Reggio advised that the early stage services of the design firm would be to look at both options. This will allow for a study of both options with cost and schedule impacts. Renovations and additions to the existing station may result in cost for temporary facilities for the continued operation of the Fire Department.	Info		

Next Meeting

The next meeting will be: **Monday, October 07, 2019, at 6:00PM Ashby Town Hall**

These minutes are intended to reflect the important issues and action items as discussed at the meeting on the referenced date. If there are any discrepancies, please respond by email to Anthony.Diluzio@colliers.com within one week of the publication.



SITE CONSIDERATIONS

THIS IS THE FIRST ADDITION TO THIS PROPERTY SINCE THE
FIRE STATION WAS BUILT MANY YEARS AGO

THIS 34+ ACRE SITE HAS THE POTENTIAL TO ACCOMMODATE
ALL OF ASHBY'S FUTURE MUNICIPAL NEEDS FOR
MANY YEARS

IF THIS PROJECT IS PLANNED AND SITED PROPERLY, OTHER
FUTURE USES CAN BE MORE EASILY ACCOMODATED

THOUGHTFUL CONSIDERATION OF ALL UTILITIES WILL
ALLOW ASHBY'S FUTURE UTILITY NEEDS TO BE
PLANNED AND SIZED PROPERLY INCLUDING WATER,
NATURAL GAS, ELECTRICITY, INTERNET, PHONE, ETC.

IT COULD BE CONSIDERED POOR PLANNING TO USE ALL
OF THE 618' OF MAIN STREET FRONTAGE FOR ONE
BUILDING WHEN WE COULD HAVE TWO BUILDINGS,
IF WE THINK OUTSIDE THE BOX

TWO BUILDINGS, ONE NOW AND ONE IN THE FUTURE,
BOTH VISABLE FROM MAIN STREET, WILL
DEMONSTRATE A WELL THOUGHT OUT PLANNED
USE OF THE PROPERTY

THE FOLLOWING PAGES ARE FOR REFERENCE AND
PERSPECTIVE

ASHBY TOWN OFFICES

POPULATION 3100+



WITHOUT FRONT STAIRWELLS, THE BUILDING MEASURES 33' X 118'

33' X 118' = 3894 SQ FT – TWO FLOORS = 7788 SQ FT

PLUS TOWN ADMIN OFFICE, BUILDING APPROX 8000+ SQ FT

IT COULD BE SAID THAT THE WHOLE BUILDING IS NOT FULLY USED

AND THAT ASHBY DOES NOT REALLY NEED 8000+ SQ FT

TOWN OF BELGRADE MAINE

POPULATION 3100+



RECENTLY CONSTRUCTED NEW TOWN OFFICES

BUILDING MEASURES APPROX 50' X 106'

BUILDING IS APPROX 5300+ SQ FT

IT HAS A PUBLIC MEETING ROOM THAT WILL ACCOMMODATE

30-35 PEOPLE

TOWNSEND MASS DPW BUILDING

POPULATION 9600+



BUILDING MEASURES 90' X 140' EQUALLING APPROX 12,600 SQ FT

ASHBY DOES NOT NEED A BUILDING THIS LARGE, BUT IF WE DID,
OUR SITE COULD EASILY ACCOMMODATE ANY FUTURE DPW NEEDS

SHOWN ON THE SITEPLAN TO SCALE

