



# Ashby Public Safety Facility Building Committee Regular Meeting

## Meeting Minutes

**November 19, 2019**

| <b>Building Comm. Members</b>           | <b>Consultants</b>                                   | <b>Guests/Public</b>           |
|---|--|--------------------------------|
| <b><i>Fred Alden, Chief PD</i></b>      | John MacMillan, Caolo<br>Bieniek Assoc. (Architects) | <b><i>John Margosiac</i></b>   |
| <b><i>Mike Bussell, Chief FD</i></b>    |  | <b><i>David Nadau</i></b>      |
| <b><i>Mike Reggio</i></b>               |  | <b><i>Kathy Panagiotes</i></b> |
| <b><i>Mark Haines</i></b>               |  |                                |
| <b><i>Matthew Alfond</i></b>            |  |                                |
|   |  |                                |
| Non-Voting Members                      |  |                                |
| <b><i>Anthony DiLuzio, Colliers</i></b> |  |                                |
| Adam Dalessio, Colliers                 |  |                                |
|   |  |                                |

Attendees are in bold, italic

| <b>Item #</b>             | <b>Description</b>  | <b>Responsibility</b>      | <b>Due</b>          | <b>Status</b>                |
|---------------------------|---|----------------------------|---------------------|------------------------------|
| <b><i>mm.dd.yy.##</i></b> | <b><i>Owner/Client</i></b>  | <b><i>Abbreviation</i></b> | <b><i>Date</i></b>  | <b><i>Ongoing/Closed</i></b> |
| <b><i>11.19.19.01</i></b> | <b><i>M. Reggio called the meeting to order on November 19, 2019 at 6:15PM. Committee members in bold italic above were present.</i></b>  | <b><i>Record</i></b>       |                     | <b><i>Closed</i></b>         |
| 05.06.19.07               | Tours of Other Facilities<br>Hold this until we get further along.<br>10/29 CBA & Colliers to develop a list of similar size buildings for field trips. Members to propose dates and times.<br><b><i>11/12 Colliers to work with Police and Fire Chief to schedule visit to Bolton and West Boylston.</i></b> | <b><i>Colliers</i></b>     | <b><i>11/30</i></b> | Open                         |

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|--------------------|---|-----------------------|--------------|---------------|
| 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 germane from community to community and will be addressed several times over the life of the project.</p> <p>9/16 Colliers to work with the Webmaster to see how best to receive questions, post documents and provide updates.</p> <p>10/7 Work continues project dashboard and document portal.</p> <p>11/12 The Town's website will be live with a document storage site for record documents to be available. The use of Colliers360 will be limited to the Building Committee members.</p> <p><b>11/19 Archive folder has been established on the Town Website. Colliers working to load all back information to the system for record. No further action required at this time</b></p> | <i>Colliers</i>       | <i>11/30</i> | <i>Closed</i> |
| <i>11.19.19.01</i> | <i>Building Committee Minutes<br/>Collier's distributed the meeting minutes from November 12, 2019 for review and consideration. Matt Alfond advised he was not at the meeting of November 12. M Haines motion to accept the minutes as amended, Motion seconded by Chief Aiden, hearing no further discussion the motion passed unanimously.</i>   | <i>Record</i>         |              |               |
| <i>11.19.19.02</i> | <i>Adjournment<br/>With no further business to conduct M. Alfond motioned to adjourn at 7:25PM; seconded by M. Haines, hearing no further discussion the meeting adjourned.</i>   | <i>Record</i>         |              |               |
| <i>11.19.19.03</i> | <i>M. Reggio advised the members that the committee has been requested to present the project status update at an upcoming Board of Selectmen meeting.<br/>With work proceeding over the next few weeks to align the project budget with conceptual plans it was recommended that the PSBC get on the BOS agenda for Dec 11, 2019<br/>The members agreed and M. Reggio will coordinate with J. Collins.</i>   | <i>PSBC</i>           | <i>12/11</i> | <i>Open</i>   |
|                    | <b>Budget</b>   |                       |              |               |
| <i>11.19.19.01</i> | <i>Colliers presented and worked with the committee to establish the overall program budget for hard cost of construction as well as additional project costs typically associated with similar projects within the region and of similar size and complexity. The budget as developed is attached to these meeting minutes for adoption at the committees next meeting</i>   | <i>PSBC</i>           | <i>12/3</i>  | <i>Open</i>   |
|                    |   |                       |              |               |

| <u>Item #</u>                        | <u>Description</u>   | <u>Responsibility</u> | <u>Due</u> | <u>Status</u> |
|--------------------------------------|--|-----------------------|------------|---------------|
| <b>Design Process</b>                |  |                       |            |               |
| 11.19.19.01                          | <i>CB is working on concept design for both a standalone facility as well as an addition to the existing fire station. The addition option would include very limited renovation or modification work to the existing fire house. CBA will be contacting the Chief's for initial review prior to presenting options to the committee.</i>  | CBA                   | 12/3       | Open          |
| <b>Schedule</b>                      |  |                       |            |               |
| 09.16.19.01                          | <b>30 Day look-a-head</b> <ul style="list-style-type: none"> <li>● <del>Finalize OPM Agreement</del></li> <li>● <del>Finalize Designer Agreement</del></li> <li>● <del>Receive, Approve Survey Proposals</del></li> <li>● <del>Receive, Approve Geo Tech Proposals</del></li> <li>● <del>Accept Program spaces and Square footage 11/12.</del></li> <li>● Survey and Geo services 12/10</li> </ul>   | Info                  |            |               |
| <b>Site Investigation Activities</b> |  |                       |            |               |
| 05.06.19.02                          | Geo-Tech<br>RFP required, study geology, site make-up, water table, ledge, native soils and bearing capacity. Required information for structural design and foundations.<br>This procurement will occur after the designer RFQ is out <b>9/16 RFP issued to vendors and response due in October.</b><br>10/7 Colliers distributed proposal received from 2 vendors. The committee voted to direct Colliers to work with the Town Administrator in awarding the Geo Tech work to John Turner Consultants. Motion made by M. Haines; seconded by M. Alford, hearing no discussion the motion passed unanimously.<br>10/29 Colliers continues to work contract with vendor and Town's counsel.<br><b>11/12 Contract issued to vendor for execution</b> | Colliers              | 10/7       | Open          |
| 05.06.19.03                          | Building Haz-Mat.<br>Existing materials at current Fire Station or Police Station<br>Police Station not part of this process.<br>Chief Bussell to review any records available for the FD<br>6/3 No update   | Bussell               | 5/20/19    | Open          |
| <b>Permitting</b>                    |  |                       |            |               |
| 05.06.19.01                          | Planning<br>2nd & 4th Wednesdays 7:30 PM<br>Colliers to make contact and introductions   | Colliers              | 5/20/19    | Open          |

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|-----------------------|--|-----------------------|------------|---------------|
| 05.06.19.02           | ZBA<br>Hold pending discussion with Planning Bd  | Colliers              |            | Open          |
| 05.06.19.04           | Conservation Commission.<br>1st & 3rd Wednesdays 7:30 PM<br><a href="mailto:conscom@ci.ashby.ma.us">conscom@ci.ashby.ma.us</a><br>Colliers to make contact and introductions | Colliers              |            | Open          |
| <b>Public Comment</b> |  |                       |            |               |
|                       |  |                       |            |               |
|                       |  |                       |            |               |
|                       |  |                       |            |               |

**Next Meeting**

The next meeting will be **Tuesday, December 3, 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](mailto:Anthony.Diluzio@colliers.com) within one week of the publication.