



# Public Safety Facility Building Committee Regular Meeting

## Meeting Minutes

June 17, 2019

| Building Comm. Members                  | Consultants | Guests |
|---|-------------|--------|
| <b><i>Fred Alden, Chief PD</i></b>      |             |        |
| <b><i>Mike Bussell, Chief FD</i></b>    |             |        |
| Mike Reggio                             |             |        |
| <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

| Item #                    | Description  | Responsibility             | Due                | Status                       |
|---------------------------|--|----------------------------|--------------------|------------------------------|
| <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> |
| 06.17.19                  | M. Alfond called the meeting to order on June 17, 2019 at 7:02PM. Committee members in bold italic above were present  | <b><i>Record</i></b>       |                    | <b><i>Closed</i></b>         |
| 06.17.19.02               | Building Committee Minutes<br><b><i>Collier's distributed the meeting minutes from 6/3/19 for review and consideration. M Haines motion to accept the minutes as presented, Motion seconded by Chief Bussell, hearing no further discussion the motion passed unanimously.</i></b> | <b><i>Record</i></b>       |                    | <b><i>Closed</i></b>         |
| 05.06.19.03               | OPM Contract<br>M. Reggio and R. Hanson met with DiLuzio to review the contract terms and fee associated with the advertised tasks. It was agreed that the phase 1 scope would conclude with the   | Colliers                   | 5/20/19            | Open                         |

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|                           | preparation of bid documents but not the actual bidding services as was initially described in the RFQ.<br>Both parties agreed to the terms and condition of the Owner-OPM agreement. DiLuzio to edit the phasing and scope to allow for future additional services pending project funding and authorization. DiLuzio to submit edits and work with R. Hanson to complete the contract process.<br><i>6/17 DiLuzio to follow up with R. Hanson</i>   |                       |                |               |
| 05.06.19.05               | Known Consultants, Participants<br>No current consultants. Committee suggested Colliers reach out to the town's "energy" committee as they will like have some review and project considerations.<br>Colliers to communicate and report back.<br><i>6/17 No update, push to end of July</i>   | <i>Colliers</i>       | <i>7/30/19</i> | <i>Open</i>   |
| 05.06.19.07               | Tours of Other Facilities<br><i>Hold this until we get further along.</i>   |                       |                | <i>Open</i>   |
| 06.03.19.09               | Adjournment<br><i>With no further business to conduct Chief Bussell motioned to adjourn at 7:28PM; seconded by M. Haines, hearing no further discussion the meeting adjourned.</i>  | <i>Record</i>         |                |               |
| <b>Budget</b>             |   |                       |                |               |
| 05.06.19.02               | Program Budget<br>Colliers to prepare a full project budget based off the current funding available,<br>What other work may be anticipated? <ul style="list-style-type: none"> <li>• Demo Existing Police Facility – Not included</li> <li>• Roadway improvements – Not Included</li> <li>• Public Well - Will need to review options at a later date.</li> </ul> 6/3 No update, Colliers to provide budget report at 6/17 meeting.<br><i>6/17 Colliers provided the "Financial Status Report" to be sued moving forward. This document has the initial project budget of \$540,000 cast into the categories as provided by M. Reggio. The only committed dollars to date represent the OPM services under line item V.4 No futher action at this time, the budget will be reviewd at each meeting to discuss any contracts, commitments or invoices recived.</i> | <i>Colliers</i>       | <i>6/17/19</i> | <i>Closed</i> |
| <b>Designer Selection</b> |   |                       |                |               |
| 05.06.19.01               | Designer Selection process and timing review<br>Colliers reviewed the process and outlined the schedule of posting, qualifications, interview and selection.<br>Colliers will issue a draft RFQ to the committee members before the end of the week. Members can email comments or  | <i>Colliers</i>       | <i>7/8/19</i>  | <i>Open</i>   |

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|                                      | <p>proposed edits back to DiLuzio with the goal of review and acceptance of those edits at the May 20, meeting.</p> <p><b>6/17 Colliers distributed the submissions received from Galante Architectural Studio, Caolo &amp; Bieniek Assoc. DiGiorgio Assoc. Tecton Architects, HKT Architects, and TBA Architects.</b></p> <p><b>Colliers distributed and reviewed the Designer Scorecards the Committee members will use in ranking the submission. Colliers will prepare a spreadsheet for documenting the collective scores and final ranking at our next meeting.</b></p> |                       |                |               |
| <b>Schedule</b>                      |   |                       |                |               |
| 05.06.19.01                          | <p>30 Day look-a-head</p> <p><b>Committee discussed key dates;</b></p> <p><del>5/20 OPM contract finalized</del></p> <p><del>5/20 RFQ for Designer accepted</del></p> <p><del>5/22 Advertise for Designer RFQ</del></p> <p><u>6/5 Designer Pre-qual Briefing</u></p> <p><u>6/17 Designer Quals Due</u></p> <p><b>6/17 Note Date changes below</b></p> <p><del>7/8 7/1 Short list designers for interview</del></p> <p><b>7/15 Designer Interviews (times TBD)</b></p>   | <b>Info</b>           |                |               |
| <b>Site Investigation Activities</b> |   |                       |                |               |
| 05.06.19.01                          | <p>Site Survey</p> <p>Discuss timing and procurement process.</p> <p>Meets, Bounds, Topo, Dig-safe, utilities, set-backs, easements etc.</p> <p>This procurement will occur after the Designer RFQ is out.</p> <p><b>6/3 Colliers to prepare draft RFP for Survey services for upcoming meeting.</b></p>  | <b>Colliers</b>       | <b>7/1/19</b>  | <b>Open</b>   |
| 05.06.19.02                          | <p>Geo-Tech</p> <p>RFP required, study geology, site make-up, water table, ledge, native soils and bearing capacity. Required information for structural design and foundations.</p> <p>This procurement will occur after the designer RFQ is out</p> <p><b>6/3 Colliers to prepare draft RFP for Survey services for upcoming meeting.</b></p>   | <b>Colliers</b>       | <b>7/1/19</b>  | <b>Open</b>   |
| 05.06.19.03                          | <p>Building Haz-Mat.</p> <p>Existing materials at current Fire Station or Police Station</p> <p>Police Station not part of this process.</p> <p>Chief Bussell to review any records available for the FD</p> <p><b>6/3 No update</b></p>  | <b>Bussell</b>        | <b>5/20/19</b> | <b>Open</b>   |
| <b>Permitting</b>                    |   |                       |                |               |
| 05.06.19.01                          | <p>Planning</p> <p>2nd &amp; 4th Wednesdays 7:30 PM</p>   | <b>Colliers</b>       | <b>5/20/19</b> | <b>Open</b>   |

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|                       | Colliers to make contact and introductions  |                       |            |               |
| 05.06.19.02           | ZBA<br>Hold pending discussion with Planning Bd   | <i>Colliers</i>       |            | <i>Open</i>   |
| 05.06.19.04           | Conservation Commission.<br><i>1st &amp; 3rd Wednesdays 7:30 PM</i><br><a href="mailto:conscom@ci.ashby.ma.us">conscom@ci.ashby.ma.us</a><br><i>Colliers to make contact and introductions</i>  | <i>Colliers</i>       |            | <i>Open</i>   |
| 05.06.19.04           | Energy Efficiency Committee<br><i>Hold for future conversation.</i>   | <i>Record</i>         |            |               |
| <b>Public Comment</b> |   |                       |            |               |
| 05.06.19.01           | Citizen expressed concern that the meetings are only being posted in Town Hall and at the posting board outside of Town Hall. There is no current means for finding the meetings electronically. M. Reggio agreed to look into with the Town's IT director but noted that it is a function of the Town Clerk to post committee meetings. They are currently being posted in accordance with MGL.<br>No further action required.<br>6/3 Colliers working with IT and town Clerk to update postings and notices.<br><i>6/17 Colliers is working with the Clerk and IT. Posting seem to be happening as required. No futher action required.</i> | <i>Info</i>           |            | <i>Closed</i> |
| 06.03.19.01           | Kathy Panagiotes asked if the committee was to have a representative from the Finance Committee as a member. Committee members had been appointed by the Board of Selectmen and at present does not include Fin Com. M. Reggio indicated that Fin Com members are typically allowed to sit on other boards or committee. Committee members are welcome to attend and comment as residents.<br><i>6/17 No update at this time.</i>   | <i>Info</i>           |            |               |
|                       |   |                       |            |               |
|                       |   |                       |            |               |
|                       |   |                       |            |               |
|                       |   |                       |            |               |

**Next Meeting**

The next meeting will be: **Monday, July 8, 2019, at 7:00PM 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.