



Public Safety Facility Building Committee Regular Meeting

Meeting Minutes

June 03, 2019

Building Comm. Members	Consultants	Guests
<i>Fred Alden, Chief PD</i>		Robert Hanson, TA
<i>Mike Bussell, Chief FD</i>		
<i>Mike Reggio</i>		
<i>Mark Haines</i>		
<i>Matthew Alford</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>
06.03.19	M. Reggio called the meeting to order on June 3, 2019 at 7:07PM. Committee members in bold italic above were present	Record		Closed
06.03.19.02	Building Committee Minutes <i>Collier's suggested that moving forward agenda's, minutes and posting of meeting would be Collier's responsibility. The committee agreed. M. Reggio distributed the meeting minutes from 5/6 for review and consideration. M Haines motion to accept the minutes as presented, Motion seconded by Chief Bussell, Matt Alford abstain; hearing no further discussion the motion passed unanimously.</i>	Record		Closed

<u>Item #</u>	<u>Description</u>	<u>Responsibility</u>	<u>Due</u>	<u>Status</u>
05.06.19.03	<p>OPM Contract 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 preparation of bid documents but not the actual bidding services as was initially described in the RFQ. 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. 6/3 No update, Hanson on vacation</p>	Colliers	5/20/19	Open
05.06.19.04	<p>Communication/Distribution M. Reggio will coordinate DiLuzio with the Town's IT person to develop committee/project postings. DiLuzio will review posting directly to the towns website or establishing links to Colliers project data files. DiLuzio to report at next meeting 6/3 DiLuzio working with Alan Pease and Town Clerk for posting and web site updates. No further action required at this time.</p>	Colliers	5/20/19	Closed
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. 6/3 No update, push to end of July</p>	Colliers	7/30/19	Open
05.06.19.06	<p>Utility Co's and account reps Colliers request past usage reports account numbers and account rep contact info for both existing Police and Fire Stations. Chief Alden and Chief Bussell to follow up. 6/3 Documentation provided and will be used during the design process to create energy model baseline. No further action at this time</p>	Alden, Bussell	5/20/19	Closed
05.06.19.07	<p>Tours of Other Facilities Hold this until we get further along.</p>			Open
06.03.19.09	<p>Adjournment With no further business to conduct Mark Haines motioned to adjourn at 7:55PM; seconded by Matt Alford, hearing no further discussion the meeting adjourned.</p>	Record		

<u>Item #</u>	<u>Description</u>	<u>Responsibility</u>	<u>Due</u>	<u>Status</u>
Budget				
05.06.19.02	Program Budget Colliers to prepare a full project budget based off the current funding available, What other work may be anticipated? <ul style="list-style-type: none"> • Demo Existing Police Facility – Not included • Roadway improvements – Not Included • Public Well - Will need to review options at a later date. <i>6/3 No update, Colliers to provide budget report at 6/17 meeting</i>	<i>Colliers</i>	<i>6/17/19</i>	<i>Open</i>
Designer Selection				
05.06.19.01	Designer Selection process and timing review Colliers reviewed the process and outlined the schedule of posting, qualifications, interview and selection. Colliers will issue a draft RFQ to the committee members before the end of the week. Members can email comments or proposed edits back to DiLuzio with the goal of review and acceptance of those edits at the May 20, meeting. <i>6/3 DiLuzio reviewed the upcoming activities of Designer Briefing, Last day for questions, and submission are due on June 17, 2019. DiLuzio will be at Town Hall for the collection of the submissions, and make out score cards for committee members use in review of the qualification's</i>	<i>Colliers</i>	<i>6/17/19</i>	<i>Open</i>
Schedule				
05.06.19.01	30 Day look-a-head <i>Committee discussed key dates;</i> 5/20 OPM contract finalized 5/20 RFQ for Designer accepted 5/22 Advertise for Designer RFQ 6/5 Designer Pre-qual Briefing 6/17 Designer Quals Due 7/1 Short list designers for interview 7/15 Designer Interviews	<i>Info</i>		
05.06.19.02	Overall schedule Colliers to prepare and outline of the master project schedule. Colliers reviewed a draft of the program schedule. This will be adjusted and reissued at the next committee meeting. <i>6/3 Program schedule was distributed and discussed as outlining the task and milestones coming up over the next few months.</i> <i>No further action at this time</i>	<i>Colliers</i>	<i>5/20/19</i>	<i>Closed</i>

<u>Item #</u>	<u>Description</u>	<u>Responsibility</u>	<u>Due</u>	<u>Status</u>
Site Investigation Activities				
05.06.19.01	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.	<i>Colliers</i>	<i>7/1/19</i>	<i>Open</i>
05.06.19.02	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.	<i>Colliers</i>	<i>7/1/19</i>	<i>Open</i>
05.06.19.03	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	<i>Bussell</i>	<i>5/20/19</i>	<i>Open</i>
05.06.19.04	Deed/Tile Registered Colliers to contact R. Hanson to discuss this process. 6/3 Information provide by M. Reggio. This information will be used during the survey process. No further action required at this time	<i>Colliers</i>	<i>5/13/19</i>	<i>Closed</i>
Permitting				
05.06.19.01	Planning 2nd & 4th Wednesdays 7:30 PM Colliers to make contact and introductions	<i>Colliers</i>	<i>5/20/19</i>	<i>Open</i>
05.06.19.02	ZBA Hold pending discussion with Planning Bd	<i>Colliers</i>		<i>Open</i>
05.06.19.04	Conservation Commission. 1rst & 3rd Wednesdays 7:30 PM conscom@ci.ashby.ma.us Colliers to make contact and introductions	<i>Colliers</i>		<i>Open</i>
05.06.19.04	Energy Efficiency Committee Hold for future conversation.	<i>Record</i>		
Public Comment				

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05.06.19.01	<p>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.</p> <p>No further action required.</p> <p><i>6/3 Colliers working with IT and town Clerk to update postings and notices.</i></p>	<i>Info</i>		
06.03.19.01	<p><i>Kathy Panagiotis 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.</i></p>	<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.