

# Public Safety Facility Building Committee



## MEETING MINUTES

DATE: 2/4/2021

PLACE: Remote meeting via Zoom

MEMBERS PRESENT: Garrity, Healey, Kelly, Lauter, MacAloney, Smallwood, Touchette, Jones, Murphy

The Chair called the duly noticed meeting to order at 7:05 pm. Regular Members Robert Garrity, Chair, Paul Healey, Vice Chair, Joseph Kelly, Tally Lauter, Bruce MacAloney, Donna Smallwood, and Andy Touchette were in attendance. Non-voting members Police Chief David Jones and Fire Chief Steve Murphy were in attendance. Town consultants, Todd Costa and Sean Schmigle from Kaestle Boos Associates, were also in attendance. The Chair noted for the record that the proceedings were being recorded by the Board and asked that others who may wish to record the meeting announce this in order to inform others in attendance of the meeting.

### **Approval of minutes**

The Chair opened discussion on the minutes from 7 January 2021. No changes were made.

The Chair invited a motion. Paul Healey made a motion, seconded by Bruce MacAloney to approve to the minutes from 1/7/21. The motion passed unanimously.

The Chair opened discussion on the minutes from 21 January 2021. Member Joseph Kelley was struck from the minutes as being present for the meeting on 1/21/2021.

The Chair invited a motion. Paul Healey made a motion, seconded by Bruce MacAloney to approve the minutes from 1/21/21 as amended. The motion passed unanimously.

### **Discussion re: next steps in negotiating contract with KBA for continued services**

The Chair noted that the Building Committee previously voted to recommend that the Town continue the services of KBA to perform design and construction oversight on the Project, subject to the negotiation of a new design contract. The Committee and KBA discussed the new design contract currently being drafted and the timeline for the Town's next steps in negotiating the contract.

### **Discussion re: completion of Feasibility Study and final revisions requested by Building Committee**

The Committee discussed KBA's revisions and updates to the feasibility study. In connection therewith, the Committee and KBA had further discussions about design details, including the number of holding cells, impacts, if any, of pandemic on staff office needs, price per square foot, technology needs, and use of training facilities.

### **Review of status of preparation and issuance of RFQ for OPM services**

Discussion between the Committee, Kathy Reilly, and Michelle Monsegur about the expected schedule for selecting and contracting with an Owners Project Manager candidate, including, discussion of the timeline for completion and advertisement of the RFQ for the OPM.

General discussion about the application and selection process for prospective applicants for the OPM, including what information they are required to provide during the application process.

### **Discussion re: evaluation procedure for selection of OPM including participation of Committee members during the evaluation of OPMs and the selection of the OPM**

The Committee discussed the proposed size and composition of the evaluation team, what the team's responsibilities will be and how the selection process will proceed, including the role of other town employees and officials who will participate in and aid the selection process.

Brief discussion of the application deadline and the type of information and materials that the OPM applicants will be required to submit.

The Chair asked Committee members who might be interested in sitting on the evaluation team to contact him, noting that there will be either 2 or 3 Committee members on the evaluation team.

### **Next meeting**

Thursday February 18<sup>th</sup> was chosen as the date for the next meeting.

The Chair invited a motion. Paul Healey, seconded by Bruce MacAloney, motioned to adjourn the meeting.

The motion passed unanimously

The meeting adjourned at 8:30 pm.