

Public Safety Facility Building Committee



MEETING MINUTES

DATE: 2/25/2021

PLACE: Remote meeting via Zoom

MEMBERS PRESENT: Garrity, Kelly, Lauter, MacAloney, Smallwood, Touchette

The Chair called the duly noticed meeting to order at 7:00 pm. Regular Members Robert Garrity, Chair, Joseph Kelly, Tally Lauter, Bruce MacAloney, Donna Smallwood, and Andy Touchette were in attendance. Town Procurement Officer, Kathy Reilly, was also in attendance.

This meeting is being held remotely as an alternate means of public access pursuant to an Order issued by the Governor of Massachusetts dated March 12, 2020 Suspending Certain Provisions of the Open Meeting Law. You are hereby advised that this meeting and all communications during this meeting may be recorded by the Town of Hingham in accordance with the Open Meeting Law. If any participant wishes to record this meeting, please notify the chair at the start of the meeting in accordance with M.G.L. c. 30A, § 20(f) so that the chair may inform all other participants of said recording.

Approval of minutes

The Chair opened discussion on the minutes from 4 February 2021. No changes were made.

The Chair invited a motion. Donna Smallwood made a motion, seconded by Bruce MacAloney to approve the minutes from 2/4/21. The motion passed unanimously.

Discussion re: Warrant Article for pre-construction money and recent developments

The Chair and other Committee Members noted that on March 2, 2021, the Committee will participate in the Board of Selectman Meeting to discuss the amount of money that will be requested in the Warrant Article for the design and the OPM services.

There was additional discussion among Committee Members regarding the dollar amount that will be proposed, the funding source, next steps that need to be taken in connection with the designer's proposal, and the timeline for the March 30, 2021 Warrant Article deadline.

Discussion re: progress in negotiating contract with KBA for continued services

The Chair updated the Committee that in a recent meeting with KBA, there was discussion about what the contract is expected to include in terms of services, the dollar value, and the services timeline. He added that at this time, KBA submitted the fee proposal, which is being reviewed now. There was additional discussion about the breakdown of the costs and fees and who will be driving the negotiations.

Discussion re: update on OPM RFQ/procurement

Kathy Reilly, Procurement Officer, noted to the Committee that there were 13 responses to the RFQ and after reviewing them administratively, they were distributed to the evaluation team.

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

General discussion among Committee Members, along with Kathy Reilly, about what the evaluation process will be going forward, including the various criterion that will be used to evaluate the proposals, the timeline for selecting the top 3 applicants, and the involvement of the Town Administrator, Assistant Town Administrator, Police Chief, and Fire Chief in the interview and selection process.

Next meeting

Thursday, March 11th was chosen as the date for the next meeting.

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

The motion passed unanimously

The meeting adjourned at 8:00 pm.