



**TOWN OF FREETOWN
BUILDING COMMITTEE
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PHONE: 508-644-2201; FAX: 508-644-3342**

**MINUTES OF
MEETING OF WEDNESDAY OCTOBER 26, 2016**

**COUNCIL ON AGING
227 CHACE ROAD, EAST FREETOWN, MASSACHUSETTS**

6:00 P.M. Call to Order Chairperson Lisa A. Pacheco calls the meeting to order. Also present are Robert Alderson, Paul Deneault, Ptlm. Mark Fornaciari, Town Administrator Jack Healey, Selectman Robert Jose, Mary Rezendes Brown, Selectman Paul Sadeck, Fire Chief Gary Silvia, Jeannette Tisdelle and Kent Wilkins. Absent from the meeting is Town Clerk Jackie Brown, Antonio DeMelo, Sgt. Benjamin Levesque, Paul Lubin and Charles Sullivan. The meeting was recorded by Administrative Assistant Ali Golz and by FREECAM.

NOTE: The Board of Selectman meeting, held immediately before the Building Committee meeting, remained open for the duration of the Building Committee meeting. Information on votes held specifically by the Board during this meeting will be reflected in the Board of Selectman's minutes.

Chairperson Pacheco gives an update on the site evaluation/engineering, now that that was approved at the Special Town Meeting. She says she's been working with Mr. Healey and Town Counsel Mark Reich prior to and since Town Meeting. They've come to the conclusion that a Request for Proposals for engineering services is not needed. Because of this, Chairperson Pacheco has contacted David Kelly of Kelly Engineering, who the Town has worked with in the past, who came up with a scope of services based on our needs. This scope of services has been distributed to the Building Committee. Kelly Engineering will examine the whole 50 acre property to locate right of ways, manhole covers, anything that's on the parcel. They will also supply an aerial topographic survey. They will also complete all the field work required. This portion of it will cost \$9,500, which is a very small price tag. The second part of this is site plan development, which is not included in that price. This portion will determine what the land is like, where basements can be located, where wetlands exist, where different buildings can be built best, geotechnical analysis. This will cost \$10,500, so \$20,000 altogether. Any further work would have to be approved by the Committee ahead of time. Mr. Alderson asks if the geotechnical survey includes bore tests, and if they are on the whole parcel or just on the sites.

Chairperson Pacheco says they would be spot tests at Mr. Kelly's discretion. Perc tests will be part of this evaluation as well.

Chairperson Pacheco says she's looking for direction from the Committee, asking if the Committee wants to go forward with this scope of services by Kelly Engineering. Ms. Tisdelle asks if we have to go out for bids; Chairperson Pacheco says that, according to Atty. Reich, since there's no formal project just yet, it doesn't have to go out for bids. Selectman Sadeck says Atty. Reich gave a presentation of sorts on this at the last Board meeting. Selectman Jose asks if Kelly Engineering would be looking at just the one site. Chairperson Pacheco says she was asked what the backup plan was if this site is not suitable, she said they would then turn to where the Police Station and COA are currently. That would be an additional fee however, the scope of services only applies for the 50 acre parcel bordering the Highway Barn and the Elementary School. Selectman Sadeck says this makes the most sense to him, as it'll allow for future planning for the other buildings. Chairperson Pacheco says if the Committee votes in favor of this scope of services, Mr. Kelly is willing to begin work as soon as possible, and that the Committee would be accepting the entire scope of services. Motion (Fornaciari/Rezendes Brown) to accept the scope of services from Kelly Engineering. Passed unanimously. The agreement will be sent along to KP Law before being signed by the Board of Selectman. The Board of Selectman vote to sign the agreement once it is approved by KP Law.

Mrs. Rezendes Brown asks if, for future meetings, a portable white board be used to keep track of notes and maps and such. Selectman Sadeck says we could utilize the television. Chairperson Pacheco says she thinks that's a great idea. Selectman Jose says it'd ensure we're all on the same page.

Chairperson Pacheco says that now that the site evaluation will be underway, we can begin work on finding an Owner's Project Manager, as the Special Town Meeting article allowed for and pays for both. She says that once an OPM is on board, they can confer with the engineering study as it is completed. Mr. Healey has prepared the solicitation for the OPM, which was actually prematurely submitted to the MA Central Register already. He was attempting to get a jump on the process as the timeline is tight if we want to get everything in order in time for the Annual Town Meeting. The names and contact information of anyone who requests the RFP are being recorded, and we can re-contact them once the RFP is actually ready. Mr. Healey believes if we want to hit the Town Meeting deadline, we need to act quickly and handle the engineering work and the OPM search simultaneously.

Chairperson Pacheco says before we can begin the search for an OPM, the Board of Selectman have to approve Designer Selection Procedures. The Board will be voting on that following this discussion. She asks what the Committee wants to see in a prospective OPM. Selectman Jose wants to see someone with municipal experience. He notes not all OPMs will, and some that do

don't have experience with Police Stations. Selectman Sadeck agrees, saying he wants to see experience specifically with Police Stations. Mr. Healey says an OPM has to meet the Designer Selection Procedures and has to specify all the experience they have, per the RFP. The RFP lays out the required experience and how to rate each candidate. Chairperson Pacheco boils the process down simply: the candidates submit their proposals, the Committee rates the proposals based on the RFP requirements and generates finalists, and then the finalists give a presentation.

Mr. Healey asks Chairperson Pacheco about a Police Station Building Subcommittee. Chairperson Pacheco says she feels the Building Committee has done their job, she wants to put it out there that not everyone may want to continue focusing on the Police Station, instead preferring to focus on the bigger plan for the other buildings. Mr. Deneault asks how many people a subcommittee would have, but Chairwoman Pacheco doesn't have a number in mind. She says there could also be other committed people in the community with building backgrounds that are interested in working on the Police Station, but not the other buildings. She stresses that if we open it up to outside people, it should be a short window. Chairperson Pacheco also says the Annual Town Meeting isn't a hard deadline, we can hold a Special Town Meeting at any time, though Selectman Jose says we should still work with that as a goal. The Committee agrees with that. Discussion ensues about the size and makeup of a subcommittee. Selectman Jose suggests an odd number of members. Chairperson Pacheco doesn't want it totally taken over by police officers, and would want a much more manageable number than the 16 members currently on the Building Committee, though she wouldn't kick anyone off the Committee that wants to continue. She also says we could open it up to associate members who want to have input but who won't be able to vote. She suggests reaching out to people that we know have a building background and who may be interested.

Chairperson Pacheco says we need a vote from the Committee to move forward with the OPM. Motion (Deneault/Fornaciari) to move forward with the OPM, passed unanimously. With that completed, the Board of Selectmen vote to accept the Designer Selection Procedures.

Chairperson Pacheco asks Mr. Healey to go over the timeline for the posting for the OPM. Mr. Healey says it needs to be posted in the newspaper in addition to the Central Register. He put together a calendar that would get the proposals by Thanksgiving, we could conceivably have someone in place in early January. Chairperson Pacheco has the same calendar. Mr. Healey can submit to the Central Register to have it post the RFP on November 2, and suggests a deadline of November 30 as the 23rd could be cutting it too short. Selectman Jose says we could schedule a meeting for the first week of December to review them.

Chairperson Pacheco says to Ms. Tisdelle, the COA's representative to the Building Committee, that this does not mean the other buildings are falling through the cracks. She stresses work will continue on the other projects. Discussion turns to how many Libraries will be open should we

build a new Library. Chairperson Pacheco says this will have to be clarified before proceeding with that project, because we don't have the funding or staff to operate 3 libraries in Town.

Motion to adjourn the Building Committee meeting (Deneault/Fornaciari) at 6:55pm. Passed unanimously.

Respectfully Submitted,

A handwritten signature in dark ink, appearing to read "Timmothy McIntosh", with a stylized, flowing script.

Timmothy McIntosh, Senior Clerk
Recorded via Ali Golz's Audio Recording