

Pepperell Building Committee

Meeting Minutes

Thursday, April 8, 2021

1.0 Call to order

The meeting was called to Order by C. Lundeen at 6:31 pm via ‘Go to Meeting.’

2.0 Attendees

2.1 Present

Taya Dixon, Catherine Lundeen, David Scott, David Stairs, Andrew MacLean Joe LoBuono
Brian Borneman

Others: Margaret Scarsdale

2.2 Absent

David Querze,

3.0 Acceptance of Minutes

Approval of 3/18/21 Minutes. Motion to approve by T Dixon Mullane. Second by D. Scott.
Approved by unanimous vote.

4.0 Action Items

4.1 Overview of Committee

4.1.1 Processes

A. MacLean presentation on designing and constructing public facilities

- 2016 Office of the Inspector General.
- Design & construction of public facilities – public deliveries (MGL Ch. 149)
- Design-Bid-Build – planning, design and construction. Currently in first stage – planning. Public owner defines, scope, budget and schedule, & procures and manages the design and construction. Some projects use an Owners Project Manager (OPM) – required to have one is over \$1.5M. Could be staff – but must be qualified. Pepperell does not have this expert on staff, need to hire. OPM independent of the project designer, contractor or subcontractor. Designer – architect, engineer or other design professional – OPM assists with procurement, conducts needs assessment/business requirements, prepares plans and specs. Contractor brought on board to build – labor, materials and equipment. Can do alternative design delivery – “construction management

at risk” Owner works with designer and CM with a guaranteed maximum price and assumes role of GC. [meeting recorded hereafter...admin mistakenly did not active recording] Encourages CM to get the project done for less \$ because could make more profit. Would like to discuss with the OPM. More likely to do design-bid-build.

- Planning, feasibility studies, site selection, procurement, legal and financing details. We took on some of this work ourselves; when professional hired, they will want to look at what we have done.
- Design – program requirements, concept design and construction documents. Designer will go thru all needs for all programs. Will get conceptual designs – iterative process to the design. Process can take a year to a year and a half.
- Bidding takes 6-8 months for construction – General contractor and subcontractors, change orders and punch lists. Construction 15-18 months. May be less if use GMP. Or possible site preparation, if needed, town could prepare site for construction. Cannot make those decisions yet. Total project 3-5 year process.

C. Lundeen – asked if D. Scott can have the presentation be put on the website. A. MacLean can record the presentation and share the slides as well.

4.1.1 Progress

A. MacLean indicated Committee will request at Town meeting for funding for OPM and project design. OPM cost is a negotiated price, but will not have price until just before the town meeting. J. LoBuono noted 10% of total building cost is typical architect fee

4.2 Review BID/OMB

4.2.1 Process

A. MacLean noted bids due first week of May. Bids will need to be evaluated against criteria for selection. Will seek 1 year to 18 months on a cost/month basis from Town Meeting. This will take project through planning and bidding process.

Building Committee will review bids based on selection criteria in RFP. Evaluation is not in public meeting, and expects the Committee will conduct interviews.

J.LoBuono noted that the presentation slides will make the argument for the need for funding for public safety facilities.

4.2.2 Progress

A. MacLean provided two pieces of news. The Biden – American Recovery Plan totaling \$1.9T includes an allocation for Pepperell of \$3.5M from the Commonwealth. Similar to the last stimulus a year ago, rules are not yet written. Last year, it was for Covid-related items. This funding appears to be more economic development related. Biden administration also

launched effort for infrastructure plan which may include architectural work for type of project. If so, the Building Committee may be able to go to Town meeting in June with funding in place from the ARP. J. LoBouno concurred the funding should be able to be used for these purposes. A. MacLean indicated that may enable the hiring of an architect this summer. Second, Sen. Kennedy has submitted a bill to create a public safety building authority which has 4 co-sponsors. This initiative may be a multi-year process with no guarantee of funding coming with it. If modeled similar to the School Building Authority, 50% of costs may be covered.

D. Stairs ran through the updated Power point presentation.

- D. Querze recommended to run photos of buildings at end of meeting which will be added to the slide deck.
- J. LoBuono reviewed slides including changes to images of existing buildings to illustrate the first step is to understand existing buildings.
- Charge to the Building Committee next followed by membership early in presentation to illustrate not just town staff represented, but also community members are driving the process.
- Overview slide to describe why we are focusing on the public safety buildings.
- Problem statement and goal of committee described as the need for emergency facilities to support the Town.
- Objectives will explain what we are doing and how we are doing it; and to make an informed decision. Chiefs Scott and Borneman will be present to answer any questions from the public about how the facilities need to operate.
- Possible paths described as to move or co-locate, two fire stations, engage an A/E firm and OPM, develop conceptual design.
- Police/Communications – operational deficiencies described. Photos include booking area, carport, secure area, holding cells, training rooms.
- Police/Communications – functional deficiencies described. List includes mold issue, electrical, plumbing, energy efficiency, longterm operational costs saved. Photos include lift, plumbing, leaking windows, mold.
- Fire Stations – operational deficiencies described. Undersized space issues, etc. Photos include apparatus bays, decontamination areas, offices and storage.
- Fire Stations – functional deficiencies described include exhaust deficiencies, HVAC, no FP, no maintenance space; a lot of equipment needs maintenance without any area to work on equipment.
- Final slide – Questions and Comments. Do not answer if you don't know the answer. It's ok to say I will get you the information. J. LoBouno would like to run through the entire presentation to the Committee to seek comments in May.

C. Lundeen – would like to have the ADA issue emphasized. T. Dixon Mullane noted compliance is required if spending equals or exceeds 30% of assessed value of the building over the last three years. This would likely be required for any renovation of the building. J. LoBouno concurred access is difficult.

A. MacLean requested clarification on the lack of exhaust recovery. B. Borneman – noted it was not present in Jersey Street.

A. MacLean recommended noting J. LoBouno and T. Dixon Mullanes expertise as facilities professionals.

M. Scarsdale recommended presenting at Civic Engagement Night - June 3 at 7:00PM - 10 days before Town Meeting.

A. MacLean noted the intent to have Town Meeting indoors on June 12.

C. Lundeen noted still intend to present to PBA and Seniors.

A. MacLean noted the next possible dates for meetings and presentations - April 22, May 6 and May 20, June 3 – next Thursdays. Suggest dry run on 4/22. Bring in Seniors etc. in May. 30-50 attendees at Civic Engagement night, and it also runs on Pepperell Community Media afterwards. Typical attendance at Town Meeting is 80-100, may have more in attendance this time.

T, Dixon-Mullane asked about outreach to media. D. Stairs indicated there is an outreach plan by Jordan. C. Lundeen requested Jordan attend the next meeting.

5.0 Next Meeting/Adjournment

Next Meeting: April 22, 2021 via 'Go to Meeting 6:30 pm.

D. Stairs motioned to adjourn. Seconded by B. Borneman, and unanimously approved by the committee. Meeting adjourned at 7:35 pm.