

Approved June 14, 2017

Mendon Police Station Building Committee Meeting
Mendon Town Hall
Mendon, MA 01756
Wednesday, May 24, 2017
7:00 p.m.

I. Call to Order

The meeting was called to order at 7:02 pm by Joe Cronin.

Building Committee Members Present:

Mike Ammendolia, Joe Cronin, Don Morin, and Eric Peterson. Linda Thompson arrived at ~7:08pm and Tim Aicardi arrived at ~7:10pm.

Others Present:

Rich Schofield, Mendon Board of Selectmen arrived at ~7:15 pm
Chris Burke, Mendon Board of Selectmen arrived at ~7:46 pm
David Kurczy, Mendon Police Chief
Christian Yapor, Milford Daily News

II. Approval of Meeting Minutes – April 12, 2017

MOTION: A motion was made by Mike Ammendolia, seconded by Eric Peterson to accept the meeting minutes from April 12, 2017.

DISCUSSION: None.

VOTED: Unanimous.

III. Discuss Committee Membership

Chief Kurczy met with the Historical Commission in April and they expressed a desire to add one of their members to the building committee to provide input from a historical perspective. Chief Kurczy added that they wanted to ensure that we maintain the historical character of the building, and already provided input to modify the front of the building by suggesting we move the vestibule entrance from the front to the side. Joe added that since they were supportive of using CPA funds to renovate the building, he felt we should work with them to maintain the historic nature of the existing building. After additional discussion the committee members felt that adding one additional member would be okay as it really won't change the dynamic of the entire team all that much.

MOTION: A motion was made by Mike Ammendolia, seconded by Eric Peterson to recommend to the Board of Selectmen to honor the request of the Historical Commission and to add one person from their committee to the Police Station Building Committee.

DISCUSSION: Don stated that while he was in favor of this motion, he was concerned about going from seven to eight members as that would require five to be present to reach a quorum. He suggested that we consider adding a ninth member to

make it easier to have a quorum, especially with the summer months coming up. Whether we have eight or nine members, five will still be needed for a quorum. He suggested that we add Chief Kurczy to the committee since he is a resident of the town and he attends every meeting anyway. The committee agreed with this suggestion.

AMENDED MOTION: Mike Ammendolia amended his motion to recommend to the Board of Selectmen to include a ninth member with that member being Chief Kurczy, seconded by Eric Peterson

DISCUSSION: No further discussion.

VOTED: Unanimous.

ACTION: Selectmen Schofield will ensure that the Board of Selectmen appoints two additional members to the building committee, one from the Historical Commission and the other Chief Kurczy.

IV. Discuss Requirements to Acquire Easement for Land Adjacent to Town Hall Campus for Second Egress

Chief Kurczy stated that he has been in contact with the neighbor regarding the need for an easement to support the secondary egress from the future police station. The neighbor and his sister are in favor of doing this for the town, and they have met with their lawyer and are prepared to document an agreement with the town to do this. Chief Kurczy stated that the neighbor is willing to provide up to twenty-five feet along the south side of the property for as far back as needed to support the egress. Since no engineering plans will be completed for some time, the committee suggested that the BOS have town counsel work with the neighbor's lawyer to draft an agreement in principle to allow for the easement so that there are no stumbling blocks later in the project when it comes time for an engineering study to take place. The neighbor has been very supportive of the project and the committee does not anticipate any problems, however, the feeling is that it makes sense to start moving on this now to avoid issues down the road.

MOTION: A motion was made by Mike Ammendolia, seconded by Eric Peterson to recommend that the Board of Selectmen engage town counsel to work with the lawyer of the neighbor to put a legal description of an easement in place with dimensions of up to twenty-five feet along the south side of the town hall campus for a length as far back as needed for a second egress for the new police station. Grades and elevations can be agreed upon at a later time, once engineering plans are complete.

DISCUSSION: No additional discussion.

VOTED: Unanimous

ACTION: Selectmen Schofield will work with Chief Kurczy and the abutter to the Town Hall campus to get the town and the neighbor's lawyers together to document an agreement whereby the neighbor will provide up to twenty-five feet along the south side of the town hall campus for a length as far back as needed for a second egress for the new police station.

V. Discuss Timeline for Request for Services for OPM and Request for Qualifications for Designer Services

Chairman Joe Cronin stated that any municipal construction project in excess of \$1.5 million dollars requires that the authorizing body hire an Owner's Project Manager (OPM) to represent the town during the course of the construction project. Joe also shared that he has reviewed the Request for Services (RFS) for an OPM that was used for the Taft Public Library project and that it would serve as a good template to use for the new police station. Joe agreed to modify the Taft Public Library RFS for OPM and will send it to the rest of the committee for review. Joe asked how much was allocated for the OPM and Don said that the preliminary budget from Kaestle Boos allocated \$186K for the OPM work, excluding the second floor fit-out (which would require another \$17K). Joe also asked who would be the contact for the correspondence and Rich Schofield said it would be the Board's Executive Assistant, Laura Dupuis. Joe then added that we cannot proceed with a request for Designer Services until we have the OPM in place.

Joe asked when money will be available to support the hiring of an OPM and Selectmen Schofield stated that the bond for the project can be taken out at any time so money shouldn't be an issue. Selectmen Schofield asked when the committee would have a construction schedule ready for review and Chairman Cronin stated that it would come from the architect once the firm is chosen and hired.

ACTION: Joe Cronin to create a draft of an RFS for an OPM for the Police Station project and distribute it to the committee members for review.

VI. Determine Other Items Needing Attention in the Near Term

Chairman Cronin asked if there were any other issues that the committee felt might warrant immediate attention and Don mentioned that he thought we should start to look into whether any documentation would need to be updated to modify the use of the existing sewer line that is shared between the town hall campus and the Clough School. Don agreed to contact the Regional School District and the Mendon Board of Health to get the ball rolling to determine if the existing variance that the Regional School District has for the use of the sewer line will need to be updated due to the change in building configuration on town hall campus.

ACTION: Don Morin to reach out to the MURSD and Mendon BOH to determine if the existing variance that the Regional School District has for the use of the sewer line will need to be updated due to the change in building configuration on town hall campus.

At this time Selectman Burke arrived. As a result, the following motion took place:

MOTION: A motion was made by Rich Schofield, seconded by Chris Burke to add Chief Dave Kurczy as the eighth member of the Mendon Police Station Building Committee.

DISCUSSION: None

VOTED: Unanimous

VII. Items Not Reasonably Anticipated 48 Hours Prior to Meeting

None

VIII. Next Meeting Date, Time and Agenda

Chairman Cronin asked when the committee should meet next and Mike Ammendolia suggested that the committee meet more regularly to get the project moving. Don mentioned that Moritz Schmid has a hard time making it to a meeting on Wednesday nights, but unfortunately Wednesday works best for a few of the members present. As a result, the committee agreed to meet on Wednesday, June 7th at 7pm to review the RFS for OPM in hopes of sending it to the BOS for review by town counsel to post. The other items on the agenda will be to approve the minutes from this meeting and to get updates on the action items taken from this meeting.

IX. Adjournment

MOTION: A motion was made by Mike Ammendolia, seconded by Eric Peterson to adjourn the meeting.

DISCUSSION: None.

VOTED: Unanimous.

The meeting adjourned at 7:51 p.m.

Minutes by Don Morin