

Approved August 16, 2017

Mendon Police Station Building Committee Meeting
Mendon Town Hall
Mendon, MA 01756
Wednesday, June 14, 2017
7:00 p.m.

I. Call to Order

The meeting was called to order at 7:05 pm by Joe Cronin.

Building Committee Members Present:

Joe Cronin, Chief Kurczy, Don Morin, Eric Peterson, Linda Thompson.

Others Present:

Kathy Schofield, Historical Commission
Chris Burke, Mendon Board of Selectmen
Christian Yapor, Milford Daily News

II. Approval of Meeting Minutes – May 24, 2017

MOTION: A motion was made by Linda Thompson, seconded by Eric Peterson to accept the meeting minutes from May 24, 2017.

DISCUSSION: None.

VOTED: Unanimous.

III. Review Open Action Items on Decision Action Log

1. Ensure that the Board of Selectmen appoints two additional members to the building committee: one from the Historical Commission and the other Chief Kurczy.
 - Chief Kurczy was appointed by the BOS at the May 24th meeting. The Historical Commission selected Kathy Schofield to represent them on the Building Committee. While Kathy was at the meeting, the BOS did not have a quorum so they could not appoint her during the meeting. Selectman Burke was in attendance and stated that he would assure this would be put on the agenda for the next BOS meeting.
2. 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.
 - Chief Kurczy stated that he has met with the neighbor to the Town Hall campus on a couple of occasions since our last meeting and that his lawyer is drawing up an agreement to provide an easement of up to twenty-five feet to allow for a secondary egress for the new Police Station. When the agreement is ready Chief Kurczy will share it with Kim Newman and the BOS to determine the next steps in the process.

3. 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.
 - Don met with the Mendon BOH immediately after our last meeting as they were still in session next door at the former library. They were appreciative of the Building Committee keeping them in the loop and encouraged Don to meet with the MURSD to have them approach the DEP regarding the change to the sewer usage amounts per building on the Town Hall campus. Don met with the MURSD and they thought it would be best to wait to contact DEP until the Building Committee has more information to share with the state. Since there is no updated information regarding the change in usage per building, the feeling was that it would be best to wait till this information was available and then share it at that time. Joe Cronin thought that even though we didn't have any data to share, he felt that it would be best to just reach out to the DEP now to ask what type of information they might need in order to avoid potential issues down the road. Don stated that he just recently received the same feedback from a member of the BOH. Don agreed to reach back out to the MURSD and the BOH to request that the DEP be contacted sooner rather than later.
4. Create a draft of an RFS for an OPM for the Police Station project and distribute it to the committee members for review.
 - Joe Cronin did this soon after the last meeting. This item is now closed.

IV. Review Request for Services for OPM

Joe asked if everyone had reviewed the RFS for OPM and requested feedback. There were a few items where the word "library" was mistakenly left in the document. These will be changed. The town population will be updated to 6209 now that we have new census data from the Town Clerk. Joe asked that "project photographs" be added to item 7 of section III. With regards to the responder's current and project workload, the committee felt that it wanted to understand the number of projects a potential bidder manages in excess of three million dollars. With regards to the maximum stipend, the committee agreed that \$186,000 made sense. This was the amount in the Kaestle-Boos estimate without the fit-out of the second floor of the new station. While the project will include this work as part of the OPM scope, Joe felt that it would be best to be conservative with spending as we don't know if we'll run into any unforeseen conditions in the new building. Don also added that Kaestle-Boos stated that most if not all of the bids on their projects were coming in under budget so \$186K might just end up being 5% of the overall project cost, which was the target used by Kaestle Boos in its original estimate. Finally, with regards to dates, Don suggested that we try to "fast track" this since the agreement was originally drafted by Town Counsel for the library project and it may not require a lot of review. He will update the dates in the document targeting a posting to the Central Register in

the mid-July timeframe. Don agreed to make all the updates and to send the updated document to Kim Newman by the end of the week.

ACTION: Update RFS for OPM and send to Kim Newman by 6/16/2017. – Don Morin

One other point to note, the document used the existing Police Station address (22 Main Street) when referring to the new building. Chief Kurczy stated that he would prefer to keep the same address for the new building if possible, and would contact the Assessor's office to determine if this was okay, as they'll be occupying a building that is currently 24 Main Street.

ACTION: Contact Assessor's office and ask if the new Police Station can retain the same address as the old one, even though it's occupying a different building that currently has a different address. – Chief Kurczy

MOTION: A motion was made by Eric Peterson, seconded by Linda Thompson to accept the RFS for OPM with the updates discussed and to send the updated document to Kim Newman for review with Town Counsel.

DISCUSSION: None.

VOTED: Unanimous.

V. Items Not Reasonably Anticipated 48 Hours Prior to Meeting

Don mentioned that the Police Station Building Committee email distribution will need to be updated with the names of its two new members. He agreed to figure out who was responsible for maintaining the distribution list and would get it updated.

ACTION: Determine who maintains the town email distribution lists and add the names of Chief Kurczy and Kathy Schofield to the Police Station Building Committee distribution list. – Don Morin

VI. Next Meeting Date, Time and Agenda

Given that the RFS for OPM will probably take several weeks to finalize, the Committee agreed to wait until it is ready for posting to the Central Register and will post its next meeting accordingly.

VII. Adjournment

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

DISCUSSION: None.

VOTED: Unanimous.

The meeting adjourned at 7:46 p.m.

Minutes by Don Morin