

Approved September 13, 2017

Mendon Police Station Building Committee Meeting
Mendon Town Hall
Mendon, MA 01756
Thursday, September 7, 2017
7:00 p.m.

I. Call to Order

The meeting was called to order at 7:04 pm by Joe Cronin.

Building Committee Members Present:

Mike Ammendolia, Joe Cronin, Police Chief Dave Kurczy, Don Morin, JP Parnas, Linda Thompson.

II. Approval of Meeting Minutes – August 16, 2017

MOTION: A motion was made by Dave Kurczy, seconded by Linda Thompson to accept the meeting minutes from August 16, 2017.

DISCUSSION: None.

VOTED: Unanimous, with JP Parnas abstaining as he wasn't yet a member of the committee as of the August 16th meeting.

III. Welcome

Joe Cronin welcomed JP Parnas to the meeting. JP has replaced Kathy Schofield as the Mendon Historic Commission representative on the building committee. The Mendon Board of Selectmen made the appointment at their September 6th meeting.

IV. Review Open Action Items on Decision Action Log

1. Work with 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 / BOS
 - Chief Kurczy stated that the attorney for the abutter has been put in touch with Mendon's Town Counsel and the two parties will begin to work out the details of this agreement. Chief Kurczy will keep the committee updated as progress is made.
2. 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 Morin

- Don reached out to the Mendon Board of Health who agreed to contact the Mass DEP regarding the sewer line. Don received an email update from Tom Fichtner of the Mendon Board of Health. It read as follows:

Hey Don,

I received word back from David Boyer at MassDEP. Basically, all he is advising at this time is to review the existing design of the septic system and verify that if the new Police Station adds flow to the system, confirm that the system has the design capacity for the flow. We know what the system is designed for now so, as things move along and we get to the point of knowing exactly what the needs are for the new build-out, we can work in tandem to review & confirm those new needs.

Also, David informed me that on the first Thursday of each month, they have a window between 8:30am - 11:30am whereby a person can come in to their office to specifically discuss municipal-related topics.

I will not be able to make the September one (9/7/17) but I plan to keep the October 5th date available should things start ramping up on this project.

Keep us looped in as things advance & let us know if you have any questions.

Best,
Tom

Tom Fichtner
Mendon Board of Health - Member
tfichtner@mendonma.gov
774.573.9526 (mobile)

3. Create a first draft of an RFQ for Designer Services for the Mendon Police Station using the Taft Library document as a template. – Joe Cronin
 - Joe Cronin stated that he has not yet had time to do this.
 4. Locate the interview questions used for the library project to follow up on references. These will be used as a first draft to be reviewed, modified and approved by the Police Station Building Committee. – Don Morin
 - Don stated that he has the interview questions and will provide them to the committee for discussion during the upcoming agenda item later in the meeting.
- V. Discuss Ratings of Responses to RFS for OPM and Select Top Few for Reference Follow-Up and Interviews

A total of twelve responses were received from potential OPM firms. Don and Joe performed an initial review of the responses and eliminated those that did not meet the minimum criteria as specified in the RFS. This reduced the field down to seven.

The committee members then rated the seven firms to come up with their top three. Don shared a summary of the ratings he received from the committee members. The top three scoring firms were Daedalus Projects, Inc., CDR Maquire and The Vertex Companies, Inc. Nearly all committee members had these three firms in their top three selections, though not necessarily in the same order. After a brief discussion, the committee agreed to move forward to check references on these three firms.

MOTION: A motion was made by Mike Ammendolia, seconded by Dave Kurczy to proceed with reference checks on the top three scoring firms: Daedalus Projects, Inc., CDR Maquire and The Vertex Companies.

DISCUSSION: None.

VOTED: Unanimous.

VI. Review and Update Questions for Reference Checks; Align on Plans for Reference Checks and Interviews

Because a member of one of the prospective OPM firms was in the audience, Chairman Joe Cronin suggested that the committee enter into executive session to discuss the questions for reference checks and interviews so as not to give one firm an unfair advantage over others with regards to the questions to be asked. Don asked which purpose to invoke to support the need for an executive session and, after checking the allowed reasons for an executive session, the committee agreed to invoke purpose 8 “To consider or interview applicants for employment or appointment by a preliminary screening committee if the chair declares that an open meeting will have a detrimental effect in obtaining qualified applicants; provided, however, that this clause shall not apply to any meeting, including meetings of a preliminary screening committee, to consider and interview applicants who have passed a prior preliminary screening.”

MOTION: A motion was made by Mike Ammendolia, seconded by JP Parnas to enter into executive session under M.G.L. c.30A, § 21(a) purpose 8 to review and update questions for reference checks and interviews, and to align on the plans for reference checks and interviews of the top three OPM candidates as an open meeting may provide an unfair advantage to the responder who was present in the audience at the open meeting. The committee will then reconvene to complete its remaining agenda topics: Review any items not reasonably anticipated 48 hours prior to the meeting; Discuss the next meeting date, time and agenda; and Adjourn. A roll call vote is needed.

ROLL CALL VOTE: Don Morin – aye, JP Parnas – aye, Linda Thompson – aye, Mike Ammendolia – aye, Dave Kurczy – aye, Joe Cronin – aye.

The Building Committee entered executive session at 7:18pm, and reconvened back into open session at 7:40pm.

VII. Items Not Reasonably Anticipated 48 Hours Prior to Meeting

Mike Ammendolia asked what should be done with the hard copies of the proposals received from prospective firms to the RFS for OPM who were not selected as one of the top three. Joe Cronin suggested that committee members shred the financial information pages for those firms who included this information in their proposals. The committee members agreed to do this. Chief Kurczy offered to do this for those who may not have easy access to a shredding machine.

VIII. Next Meeting Date, Time and Agenda

The Committee agreed to meet on Wednesday, September 13th at 7pm to review the responses to the reference checks that will be performed on the top three responders to the RFS for OPM and to discuss plans for performing follow up interviews. Chief Kurczy will have a member of his detective team perform the reference checks. Chief Kurczy will likely not be able to attend the meeting on the 13th, but will ask the person who does the reference checking to attend the meeting to share the results.

IX. Adjournment

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

DISCUSSION: None.

VOTED: Unanimous.

The meeting adjourned at 7:46 p.m.

Minutes by Don Morin