

Approved November 16, 2017

Mendon Police Station Building Committee Meeting  
Mendon Town Hall  
Mendon, MA 01756  
Wednesday, October 25, 2017  
7:00 p.m.

I. Call to Order

The meeting was called to order at 7:00 pm by Joe Cronin.

Building Committee Members Present:

Tim Aicardi, Joe Cronin, Police Chief Dave Kurczy, Don Morin, JP Parnas, Eric Peterson

Others Present:

Chris Burke, Chairman, Board of Selectmen  
Mary Bulso, OPM, Daedalus Projects, Inc.

II. Approval of Meeting Minutes – September 26, 2017 and Executive Session Meeting Minutes – September 7, 2017

MOTION: A motion was made by Tim Aicardi, seconded by JP Parnas to accept the meeting minutes from September 26, 2017 and the Executive Session Meeting Minutes from September 7, 2017.

DISCUSSION: Don explained that the executive session minutes were from the meeting where we discussed the OPM reference check process and interview questions and a prospective responder was present. Joe politely asked the prospective responder to leave so we could enter executive session and they did. Since the OPM selection process has been completed, these minutes can now be released.

VOTED: Unanimous.

III. Review Open Action Items on Decision Action Log

- Update on easement with abutter for secondary exit – Chief Kurczy
  - Chief Kurczy explained that Town Counsel representation has changed once again. Kerry Jenness had replaced Brandon Moss a few months ago but she has now moved on and the new representative is Cynthia Amara. Chief Kurczy will work to get her together with the abutter's lawyer to finalize the agreement for the easement.

IV. Update on Status of OPM Contract

Mary Bulso of Daedalus Project, Inc. stated that her firm has signed the contract with the Town of Mendon to provide OPM services for the Police Station Renovation and

Construction project. Don asked if this should be published in the Central Register and Mary said that she would look into this.

ACTION: Mary Bulso will check into posting to the Central Register the awarding of the OPM contract to Daedalus Projects, Inc. for the Mendon Police Station Renovation/Construction project.

V. Update on RFQ for Designer Services and Timeline for Proposals

Joe explained that the RFQ for Designer Services had been approved by the Mendon Board of Selectmen at their meeting on Monday, October 16<sup>th</sup> and then posted in the Milford Daily News and the Central Register today, October 25<sup>th</sup>. Unfortunately, the posting in the Central Register was incorrectly placed in the contractor section instead of the designer section of the site. Therefore, it will need to be properly posted again next Wednesday, November 1<sup>st</sup>. As a result of the week delay in posting, the entire timeline will have to be pushed out one week as well. The original proposed timeline was as follows:

ANTICIPATED SCHEDULE

10 / 25 /17	Advertise RFQ in Central Register of the Commonwealth of Massachusetts and a newspaper of general circulation in the area in which the Project is located or to be located (Milford Daily News).
11 / 2 /17	Site Visit
11 / 9 /17	Last day for questions from Responders
11 / 22 /17	Responses due
12 / 5 /17	Responders short-listed
12 / 14 /17	Interview short-listed Responders
12 / 18 /17	Final selection submitted to the Board of Selectmen for review and approval
1 / 4 /18	Negotiate with selected Responder
1 / 8 /18	Execute contract

Chief Kurczy stated that he wouldn't be able to make it to a site visit on 11/9/17 unless it was pushed out one hour. The committee agreed to update the schedule to list the site visit for 3pm on 11/9/17.

Don agreed to update the timeline and all other dates that need to be pushed out one week in the RFQ and will prepare it for posting to the Police Station Building Committee website for November 1, 2017. Don will add the word "Revised" to the title of the RFQ.

VI. Update from OPM on Existing Former Fire Station Building

Mary presented a list of items that she and Tom Gatzunis from Daedalus Projects, Inc. found during a tour of the existing former Fire Station building.

The list is as follows:

1. According to the assessors property card the station was built in 1949.
2. The building department doesn't have any drawings for the structure.
3. The Warner Larson site plan included in CBI's report identifies many underground conditions on the campus.
4. DPI will need to procure a hazmat survey. The Committee discussed if it made sense to do this sooner rather than later, but Joe suggested we wait a little bit to clear out the building and get the designer on board in case the new firm might want to do some additional work.
5. DPI will need to procure borings in coordination with the selected designer's plans.
6. The old fire horn is on the roof. Perhaps it could be located in a more visible place during the renovation. Chief Kurczy will check to see if the Fire Department or Historic Commission might want it.
7. Confirm Main Street is not a scenic road. Don explained that the Town voted to create the Town Center District at its annual town meeting in May and that the Town Hall campus is part of that district. JP Parnas is a member of the Historic Commission and will be the liaison between that group and the building committee.
8. The Chief will need a temporary large evidence storage area. Since the evidence is stored in the existing police station, this is incorrect. There is no evidence stored in the former fire station.
9. We discussed possibly using the upper level of the current station for field offices to reduce general conditions costs. This option will be pursued when the general contractor is brought on board. Mary wanted to be sure that the contractor split out any costs for trailers so that this cost can be removed from any prospective bids that are received.
10. What are the plans for the electric car charging stations? These will need to be moved. Tim mentioned that they were supposed to eventually move to behind the former Taft Library but wasn't sure if a trench might need to be dug to support the move. Selectmen Chair Burke suggested that the committee send a letter to the BOS asking that this be addressed.
11. Many departments are storing in the building. A decision will need to be made on the office furniture. I already let Amy and Andrew know there are still books upstairs. There is a large bulletin board upstairs with years of newspaper clippings from the fire department. If they don't want the clippings

perhaps historical does. I would like to get the building cleaned out before plans are finished to see if anything is hiding. Selectmen Chair Burke suggested that the committee send a letter to the BOS asking that this be addressed. Joe suggested that the Historic Commission be cc'd on the request.

**ACTION:** Chief Kurczy will check to see if the Fire Department or Historic Commission wants the old fire horn from the former fire station building.

**ACTION:** Committee will draft a letter to the BOS, cc'ing the Historic Commission asking that the charging stations be relocated and that the former fire station be cleaned out. Both activities need to be completed before the end of the calendar year.

**VII. Items Not Reasonably Anticipated 48 Hours Prior to Meeting**

None

**VIII. Next Meeting Date, Time and Agenda**

The Committee agreed to meet on Thursday, November 16<sup>th</sup> at 7pm to review any potential questions from prospective responders to the RFQ for Designer Services and align on the answers to those questions.

**IX. Adjournment**

**MOTION:** A motion was made by Eric Peterson, seconded by JP Parnas to adjourn the meeting.

**DISCUSSION:** None.

**VOTED:** Unanimous.

The meeting adjourned at 7:49 p.m.

Minutes by Don Morin