

Approved December 7, 2017

Mendon Police Station Building Committee Meeting  
Mendon Town Hall  
Mendon, MA 01756  
Wednesday, November 29, 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:

Tim Aicardi, Mike Ammendolia, Joe Cronin, Police Chief Dave Kurczy, Don Morin, JP Parnas, Eric Peterson, Moritz Schmid, and Linda Thompson  
Chris Burke, Chairman, Mendon Board of Selectmen  
Mary Bulso, OPM, Daedalus Projects, Inc.

II. Approval of Meeting Minutes – November 16, 2017

MOTION: A motion was made by Mike Ammendolia, seconded by Eric Peterson to accept the meeting minutes from November 16, 2017.

DISCUSSION: Don explained how the minutes reflected a change to an action item that took place after the prior meeting where Mary was supposed to follow up with the architect on our original proposal but didn't since that firm was interested in bidding on the project. Don also added items regarding raffling off or selling items in the former fire station per Mike Ammendolia's inputs.

VOTED: Unanimous.

III. Review Open Action Items on Decision Action Log

- 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 informed the Committee that Town Counsel and the abutter's lawyer are working this issue. The hope is to have this complete by the end of the calendar year.
- 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. – Mary stated that this has been completed.
- Check to see if the Fire Department or Historic Commission wants the old fire horn from the former fire station building. – Chief Kurczy walked through the former fire station with Historic Commission and Fire Department members. The Historic Commission took a few items but most of the stuff in there is of little to no value. There are some library books and shelving that belongs to the

library. Chief Kurczy will talk with Kim Newman about potentially selling items on EBay or giving them away. Anything left over will be scrapped.

- Contact Kevin Rudden to inquire about the ADA accessibility question received from a potential responder to get his thoughts on things. – Don contacted Kevin who subsequently reached out to Harold Rhodes from the Architectural Advisory Board. The recommendation was to have the Building Inspector send a letter to the Building Committee stating his reasons why he believes the second floor is not subject to CMR 521. The Building Committee can then forward that letter to the Executive Director of the AAB to ask for a written determination that an elevator is not needed. The Committee felt that since we only have preliminary plans at this time we should wait until the architect is on board and plans are drawn up before pursuing this. JP stated that the architect will have to put his/her stamp of approval on the plans anyway so we should not pursue this at this time. We will revisit this with the hired architect at the appropriate time.

#### IV. Discussion Regarding Sale of Items in Fire Station

This item was covered in the review of open action items on the Decision Action Log.

#### V. Distribute Copies of Responses to RFQ for Designer Services

The Town received three responses to the RFQ for Designer Services from Edward Rowse Architects, Kaestle Boos Associates and Tecton Architects. Hard copies were provided to the Committee members.

#### VI. Review Rating Criteria and Agree on Timeline for Ranking the RFQ Responses

Don distributed the list of Minimum Qualifications and Quality of Content from the RFQ. Mary and Joe will go through the list of Minimum Qualifications to determine if all of them are met. Mary was concerned that they all did not acknowledge the addendum. We agreed that we should read and rate all three proposals and if we need to gain acknowledgement of the addendum at a later date we could do so. The Committee members agreed that since there were only three proposals to review they could get their scores to Don by Wednesday, December 6<sup>th</sup>. The Committee will then meet on the 7<sup>th</sup> to review the results and determine next steps for interviews. Mary agreed to start on the reference checks immediately.

#### 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, December 7<sup>th</sup> at 7pm to review the ratings of the responses to the RFQ for Designer Services, review Reference Check

information from Mary, and to align on the next steps for performing interviews of the finalists. Interview questions will be finalized and dates for potential interviews will be determined.

IX. Adjournment

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

DISCUSSION: None.

VOTED: Unanimous.

The meeting adjourned at 7:40 p.m.

Minutes by Don Morin