

**Safety Services Committee
Meeting Minutes
July 2, 2015**

Members Present: Ken Tentarelli, Chair, Bob Messenger, Alex Azodi, Ron Williams, Patricia Sherman, Barbara Freeman

Members Absent: Ed Thorson

Chairman Tentarelli called the meeting to order at 5:32 p.m.

Minutes from the June 18, 2015 meeting.

Mrs. Sherman made a motion to approve the minutes. Mr. Williams seconded the motion. The motion passed with five in favor and one abstention.

Work Plan - Goal

Ms. Sherman drafted a work plan and emailed it to the Committee members. Ms. Sherman said that her first question was “what is the goal?” Ms. Sherman continued that she would like to be able to create a plan that would vote at the 2016 Town Meeting.

There were comments from the committee members regarding the first part of the work plan. Ms. Freeman said that she believes they should include the design fees and consultation fees in the total bond. Also, she is not sure why the Town should decide on the energy sources as it should be part of the work with the presentation including what the committee determined was the best energy source. There was further discussion regarding this matter and it was determined that Ms. Sherman will talk to Mr. Pavlicek regarding how to get the funding.

Chairman Tentarelli said that as soon as the committee has a draft RPF they can give it to Mr. Pavlicek for comments and his portion and then it will go to the Board of Selectmen.

Chairman Tentarelli commented on the first part of the work plan as it includes the library expansion and the warrant article does not mention the library expansion. Ms. Sherman said that the agreement with Mr. Pavlicek is that when they write the RPF they should look at including how much land it will take to do the library as the possibility of doing all three buildings under one contract saves money.

Work Plan – Process

Ms. Sherman said that meeting with safety services and library personnel should be part of the process. There was a discussion and a determination about saying the consultants will meet with the Board of Selectmen three times there are not too many meetings

Work Plan – Scope

Ms. Freeman suggested that item A should include the same wording as B as the extent of ledge and subsurface conditions that might affect costs. There was a discussion regarding ledge on the site and the need to determine if there will be space to expand in the future if needed as the acreage is ample, the question is if the land and the blasting costs still reasonable for the money.

There was discussion regarding adding a line item that consultants should produce a code and regulatory analysis / review.

Chairman Tentarelli said that he would like to see what the deliverable is for each line item.

There was a discussion regarding analyzing the existing firehouse building for possible reuse.

Mr. Azodi said that they may not make all of these for the amount of money they have as Police and Fire Departments are Level 3 Essential Facilities and these cost a lot of money for structural analysis. Ms.

Freeman suggested that it may be best to just have this done as a space analysis, not a structural, to make sure the building would work and then they would ask for a structural analysis.

The Committee discussed that it would be useful to have all the previous reports that have been done.

There was a discussion regarding having the footprint / schematic line items changed.

There was further discussion regarding the "Scope" portion of the work plan.

Work Plan - Schedule

Ms. Sherman said that she would like to have the RFP sent out by the 15th, but it needs to go to BOS first. The consultants would have 2 weeks to return them and then 2 weeks for consultant to start work. Also, she would like the fee proposal / costs to be kept in a separate envelope.

Complete RFP

Chairman Tentarelli put together a sample based on Ms. Sherman's work plan. Ms. Freeman suggested calling it the Safety Services Feasibility Study.

The Committee determined that they would like to ask for the consultants to send 8 copies of the RFP's by 4:00 on the due date.

There were discussions regarding what the Committee would like to be changed and added. Ms. Sherman said that she would like it broken out to include a description of the work that they will perform (more detail) including the cost for each section.

It was determined that Ms. Sherman will rewrite the deliverables under the Scope of Work section and Chairman Tentarelli will merge it into his rewritten draft RFP. This will be done by Thursday, July 9th and the Committee will respond via email before the next Board of Selectmen's meeting so it can go to them for approval.

Interviews

The Committee discussed the need to set up interviews and that the interview date should be in the RFP. The Committee would like to hold the interviews in the beginning of August with the plan for 1 hour per interview with 15 minutes between; the interviews will need to be broken into 2 days. A letter should be written to the 3 firms (from Mr. Pavlicek) to include that the interviews will be conducted in the beginning of August and tell them that they will be getting a RFP. Also, that the Committee is reserving the right to solicit new proposals. Chairman Tentarelli will the letter draft letter.

Next meetings –

The next 2 meetings will be held on Wednesday, July 15th and Wednesday, July 29th at 5:30 pm.

The meeting was adjourned at 6:42 pm.

Respectfully submitted,
Melissa Pollari
Recording Secretary