

Newbury Safety Services Committee Meeting Minutes  
July 15, 2015

**Members Present:** Ken Tentarelli, Chair; Ed Thorson; Alex Azodi; Patricia Sherman; Barbara Freeman

**Members Absent:** Ron Williams; Bob Messenger

Chairman Tentarelli called the meeting to order at 5:30 pm.

**Changes to the minutes from July 2, 2015:** Change the line that begins with “Selectmen three times” to read “Selectmen three times so there are not too many meetings.” Change the line that begins with “need to determine if there will be space” to read “need to determine if there will be space to expand in the future if needed as the acreage is ample but possibly not usable acreage. The question is if the land and the blasting costs are still reasonable for the project.” Change the line that begins with “Mr. Azodi said that they may not...” to read “Mr. Azodi said that they may not have the amount of money required to do a structural analysis of the Police and Fire Departments as they are Level 3 Essential Facilities and it would cost a lot of money for structural analysis.” Change the line that begins with “The Committee discussed that it would be useful...” to read “The Committee discussed that it would be useful to have the consultants review all the previous design reports that have been done.” Delete the line “There was a discussion regarding having the footprint / schematic line items changed”.

Ms. Sherman made motion to accept minutes as amended. Mr. Thorson seconded motion. Motion passed unanimously.

### **New Business**

Mr. Thorson reminded the Committee that the Warrant Article approval is for a geo-technical survey. Ms. Sherman said that when the RFQ went out she discussed with Mr. Pavlicek that the Town could also write the RFP. The geo-tech should cost less than 10% of the money approved by the Warrant Article. Ms. Freeman explained that they need to know where they need to do the geo-tech. .

Chairman Tentarelli told the Committee that the letters went out to the three selected companies. Ms. Freeman asked if a letter went out to the other companies and Chairman Tentarelli explained that they did not send them letters in case they want to go back to interview them. Ms. Sherman agreed that they should not tell any of the companies that they were not chosen until a decision has been made. Mr. Thorson said that he has received an email from a company asking him if the Committee has made a choice and if they were not for a reason as well as the criteria they used to choose.

### **Update on RFP Status**

Chairman Tentarelli asked and Mr. Thorson confirmed that the Selectmen accepted the RFP. Selectmen Richard Wright agreed that the RFP was acceptable.

## **Interview Process**

Chairman Tentarelli asked and Ms. Sherman suggested that they interview companies the same way that they did for the Master Plan. The Committee agreed that the companies should prepare a 10 minute presentation for them and then they will ask questions. The Committee members will all write submit their questions to the Chair who will review them and then decide which are the most pertinent. The questions will each be assigned to a Committee member who will ask the same question for each interview. They can expand if there are further questions. The emails will be sent to Chairman Tentarelli by Wednesday, July 22.

Mr. Azodi asked and Chairman Tentarelli confirmed that the letters had the proposed dates and times for the interviews. The letters also asked the companies to name the project managers and provide email addresses for them.

The interviews are being proposed to be held on Wednesday August 5<sup>th</sup> at 6:00 and 7:30 and on Thursday, August 6<sup>th</sup> at 6:00.

Mr. Azodi asked if the project managers / the principle in charge will be at the interviews. Chairman Tentarelli said that the letters did not ask this but he will follow up with the companies and make this request.

## **Reference Checking**

Chair asked if a member or members of the Committee will volunteer to check references. Ms. Freeman will do Warren Street; Ms. Sherman will do SMP; and Mr. Azodi will do Dennis Myers.

The Committee agreed that each reference will be asked the same questions and that they will compare the answers to the reference checks before the interviews so if there are any questions that arise they can ask about them during the interviews. The Committee also determined that they will get in touch with at least three references that were thorough and helpful

The questions that will be asked are:

Are you happy with the work that was done?

How responsive were they to the Town's needs?

Did they come in on or under budget? Did they come in on time?

If you had a criticism of their work, what would it be?

Would you use them again? Would you work with the again?

Who the project manager was for the project?

Who with they use for the geo-tech? Have they worked with them before? If yes, on what project?

## **New Business**

The Committee discussed who should respond to the questions that the architects ask to help them prepare their responses to the RFP. The decision was that Chairman Tentarelli will be the “go to” person for the RFP questions and he will answer them if they simple questions but if they are technical questions he will send them to the Committee for input. All of the questions and answers will also need to be sent to all three applicants, regardless of who asked the question.

The Committee discussed what will happen after the interviews have been conducted and how they will make a decision. Ms. Sherman expressed her concerns as the fees will be coming in a separate envelope. Mr. Azodi said that the Committee is making their recommendation to the Selectmen. Ms. Freeman said that the Committee is making their recommendation based on the professional qualifications of the architectural firm and not necessarily based on the fee. The bottom line is they have to have the geo-technical they may decide that certain things are not needed and recommend that to the Selectmen. The Committee decided to wait until they get to that point and then make a decision as to what to recommend to the Board regarding the fee and perhaps not going forward with some of the proposal.

The Committee decided that after the interview on Thursday, August 6<sup>th</sup> they will narrow down to the choices to be able to make a recommendation to the Selectmen

Ms. Freeman said that it should be made clear to the companies that the previous studies are ones that can be used. Chairman Tentarelli said that a letter has gone to them and is telling them that the RFPs are coming. Ms. Freeman said that she would like a letter to go with the RFP that there are studies that have been done for them to use. Mr. Azodi agreed that the companies need to know what is available to them. There was further discussion about the type of presentations and including the information that they are available in the letter, though Ms. Sherman said that the companies were told in the initial walkthrough. Chairman Tentarelli said the letter is already ready to go out but that the information will be conveyed to the companies, whether it is verbally, in a letter, or via email.

There was a discussion regarding the RPF having a time limit as to when questions can be asked as everyone has to get the same information. The Committee determined that they will give the companies until July 24<sup>th</sup> to ask questions.

### **Next Meeting**

The Committee determined that the next meeting will be on July 29<sup>th</sup> at 5:30.

Meeting adjourned at 6:19 pm

Respectfully submitted,  
Melissa Pollari  
Recording Secretary

\*Next meeting agenda item\* - discuss the results of the reference checks