

Safety Complex Building Committee Meeting  
Meeting Minutes

Date of Meeting: May 3, 2006 7:00 PM

Place: Ashburnham Town Hall Selectman's Office

Meeting called to order at 7:05 PM by Committee Member Charles Packard

Member present: Charles Packard, Jason Bergeron, Chris Gagnon, Jeff Brooks, Larry Barrett, Phil Esposito, Mary Neal, Gail Dumont, Al Rickheit.

Committee member action items shown in Italics.

First order of business was committee member introductions. Members introduced themselves.

Charles Packard begins the meeting with the request for the committee to elect a chair person and a member sign in sheet is passed around. Chris Gagnon volunteers to be a non voting chair person for the building committee. Committee discusses pros and cons and decides in favor of Chris becoming a non voting member and the chair person of the building committee. Larry Barrett makes a motion to elect Chris as the committee chair person. Gail Dumont seconds. Committee vote is unanimous.

Next the committee was asked for volunteers for the position of committee secretary. Jeff Brooks volunteers and is voted in by the committee as secretary.

Chris Gagnon then asks the new committee to review four items that Town Administrator Kevin Paicos feels the committee should consider as first action items. The four points are: 1. evaluation of the contract of the current project manager; 2. contract evaluation of the current architect; 3. site review and cost to complete current site; 4. SWOT/information meeting with town's people to allow early input from town residents.

Chris Gagnon leads committee discussion of these four items. Chris explains there are two boxes of records from the previous committee available for the committee to review.

On point #1 Current Project Manager. Chris hands out guidelines from the state which requires that a project manager to be hired before the project designer on all building projects to cost over \$1.5 million dollars. *After discussion, the committee agrees to have Chris Gagnon speak to Kevin Paicos about the current project manager's contract and whether the new committee is required to proceed with a new RFQ process for a project manager.* The committee agrees it is important to get a project manager hired as its first action and needs to know if the committee as the project already had a project manager is required to go through the RFQ process for a Project manager.

On point #2 Current Architect Contract. *After discussion, the committee agrees to have Larry Barrett contact the previous architect and request that he attend one of the next meetings with the new building committee. Larry agrees to contact the architect.*

On point #3 Site review. After lengthy discussion the committee agrees that 3 potential sites plus the existing site needs to be evaluated by the committee. Also, the Focus committee for the Highway Garage has asked this committee to jointly review building sites the focus committee is reviewing. The Committee then discusses several concerns with the existing sites sewer connection, power line relocation, and Route 101 structural integrity. *As a first action the committee agrees to have Chris Gagnon obtain up to date information on the status and any remaining site work that needs to be completed at the existing site.*

On point 4 Town Input SWOT meeting. The committee agrees that before a town SWOT/ information meeting is held the committee needs to have some level of understanding of the existing project and existing project obligations. The committee agrees that a town input meeting or several meetings need to be held but only after the new committee has had a few meetings to understand the current obligations.

Next order of business was to schedule future committee meetings. Committee agrees at least for the immediate future to have weekly meetings every Thursday at 7:00 PM at the town hall. *Jeff Brooks is requested to have the next months meeting posted at the town hall.*

The committee then discusses the current financial funding available for the project. The committee requests that *Chris Gagnon request that the Town Accountant attend one of the next committee meetings to appraise the committee of the projects current funding level and of any current financial obligations. If the town accountant is unavailable to make one of the next committee meetings Chris and Al Richheit agreed to meet with him and then inform the committee of the financial status.*

Committee members received the following handouts and hard copy information...

Handouts on the open meeting law, Standards of Conduct, and Massachusetts Conflict of Interest Law from Town Clerk Wes Landry

The Commonwealth of Massachusetts Owner's Project Managers Guidelines

Schematic cost estimate from the previous Ashburnham Public Safety Building records

Two page synopsis of the chronology of the previous public safety building project

Motion was made to adjourn and seconded. Meeting was adjourned at 8:45 PM

Respectfully submitted by  
Jeff Brooks