

FACILITIES IMPLEMENTATION & STRATEGIC PLANNING

Meeting Minutes

April 27, 2016

Members Present: John Hadley, Siobhan Bohnsen, Kevin McCormick, Patrick Crowley, James Duggan, John DiPietro, and Phil Mallet

Members Absent: Christopher Rucho, Marcia Cairns, Janice Ash, Ray Bricault

Mr. Hadley convened the meeting at 7:00pm.

DISCUSSION AND VOTES:

1. Minutes of March 30, 2016: Motion Mr. McCormick to approve the minutes, seconded by Ms. Bohnsen. Vote: 6 approved, 1 abstention. Motion approved.
2. Survey and Design Services Proposal: Upon the recommendation of Mr. Tony DiLuzio of Cardinal Construction, Mr. McCormick moved, and Mr. Duggan seconded, to recommend a) the acceptance of the proposal of Hubb Survey Associates, Inc. for survey and engineering services, and b) to direct Cardinal Construction to subcontract with the vendor in the amount of \$6,500. All in favor. Motion approved.
3. Review of Architect Proposals: Mr. DiLuzio reviewed the two proposals received from the architectural firms Reinhardt Associates, Inc. of Agawam MA, and RGB Architects of Providence RI, for the design of the police station. RGB does not appear to meet the minimum qualifications as stated in the Request for Qualifications document. Mr. DiLuzio stated he had concerns that they did not have adequate experience in dealing with Massachusetts specific design and procurement requirements. After much discussion by the committee, Mr. Duggan moved, seconded by Mr. Mallet, to select Reinhardt Associates as the only firm to interview. All in favor. Motion approved.
4. Project Cost: Several members of the committee expressed concern as to whether the proposed building can be constructed within the given funds. It was agreed that it would be important to have detailed discussion with the architect regarding possible options for reducing the cost of the project while still making the building meet current and future needs of the police department.
5. Additional Authorizations: Mr. Crowley moved and Ms. Bohnsen seconded to recommend that Mr. Hadley and Mr. Duggan be authorized to act between meetings to approve small change orders in amounts not to exceed \$10,000. All in favor. Motion approved.
6. Next Meeting: The Committee agreed to meet again on Thursday, May 5, 2016 at 7:00pm to review minutes and to interview Reinhardt Associates, Inc.
7. Meeting Adjourned: Mr. McCormick moved, and seconded by SMs. Bohnsen, to adjourn at 7:47 pm. All in Favor. Meeting adjourned.

Minutes Approved with Amendments: May 5, 2016

Respectfully submitted: Anita M. Scheipers

