

## Safety Complex Building Committee Meeting

Revised on June 20 from committee meeting discussion on June 7

## Meeting Minutes

Date of Meeting: June 1, 2006 7:00 PM

Place: Ashburnham Town Hall 2<sup>nd</sup> Floor Meeting Room

SWOT Public Meeting called to order at 7:00 PM by Public Safety Building Committee Chair Chris Gagnon

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

SWOT Facilitator: Bob Biagi MRPC

Next Committee Meeting: Wednesday June 7 7:00 PM Town Hall

Committee member action items shown in *Italics*.

SWOT town input meeting is called to order by Chris Gagnon. Chris then introduces Facilitator Bob Biagi to the attending town's people and committee members. Chairman of the three town building committees are in attendance along with approximately 15 towns people.

Bob reviews the three committee's functions and gives an overview of the intent of the meeting. Bob then introduces a representative of each committee who provides the audience with an overview of what each committee is responsible for and what each committee has done.

Bob Biagi then discusses the agenda of the meeting and asks the attendees for comments and input. Numerous public comments about each of the committee projects are recorded by Bob. The public input portion of the meeting is closed at 7:55 PM

A Public Safety Building committee meeting was called to order at 8:00 PM. Guests from the previous SWOT meeting were advised of the meeting and invited to attend.

Chris advised the committee that the architect has not had a response from Holden Sand and Gravel about the completion of the remaining site work and that a second letter was being sent requesting a work schedule by June 9 and that work must commence by June 19.

The committee then reviewed in detail the revised square footage and space requirements developed by Larry Barrett and Jason Bergeron. The new space requirements presented represent about a 5,000 net square foot reduction and bring the building into the square footage estimated by the architect to meet the available funding. The committee asked several questions about the new design. The committee after the review then requested that Larry contact the architect with the new design and request that the architect work up estimated costs and building sketches. ***Larry agreed to contact the architect and send him the new space requirements.***

A committee discussion was then held about whether the committee should continue to evaluate the hardware store as a potential site based upon the previous town input meeting. Due to the essence of saving time and money a motion was made by Mary Neal seconded by Gail Dumont and unanimously approved that at the present time the committee would focus on obtaining sketches and cost estimates

for locating the revised Public Safety Building at the existing site. (June 7 committee clarification of minutes... the future evaluation of other potential building sites has not been stopped nor has a final site determination been decided by the above committee action. This action was taken so that the committee could get the architect to provide an estimated building cost for the new floor plan).

A committee discussion was held regarding the procedure to make sure the committee could retain and use an hourly rate with the existing architect. Chief Barrett advised that he had discussed the hiring of the existing architect and that Kevin was agreeable to this. ***Chris Gagnon was asked to reconfirm this with Kevin Paicos and that Kevin should notify the town accountant of the committee's approval to proceed with the existing architect.***

The committee then requested that the architects new cost estimate include all and any soft cost including any sewer connection costs.

***Discussion was then conducted about rehiring the existing project manager. Chris agreed to contact Dave Lager of NETCO and discuss with him about staying on as the project manager.***

Motion was made and voted affirmatively to hold the next Public Safety Building committee meeting on Wednesday June 7 at 7:00 PM at the town hall. ***Jeff Brooks to get a public meeting notice posted.***

Motion was made to adjourn and seconded...committee voted to adjourn at 8:50 PM

#### Committee Handouts

Agenda handout for SWOT town input meeting by Bob Biagi

Original building space requirements by room

New design space requirement by room

Original building design floor plans

Respectfully submitted by  
Jeff Brooks