

Town of Millbury Public Safety Building Committee

June 20, 2018

Meeting called to order at 18:00 by Chairman Desorcy

7 members present (Chief Desorcy, Chief Hamilton, K. Woods, P. Concemi, M. Manh, Sgt. Cadrin, Officer Daly), along with Town Manager David Marciello

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MILLBURY, MASS.

Motion by P. Concemi seconded by K. Woods: To accept minutes of 5/29/18; unanimous

- Chief Desorcy explained the existing contract with Jucunski Humes Architects LLC. The contract calls for \$25,000 worth of work. According to an updated invoice we have they have performed and billed \$20,000 worth of work. We have \$5,000 in an account and can have \$5,000 more work done. The Town Manager reviewed the contract and gave the committee an update. According to the contract they owe us a final report. In that report they evaluate various sites. That work can vary by site, which means we can work with them on what else can be done and included in that final report. As far as procedures for the \$40,000 plus for the next phase, the Manager advised the committee a similar procedure will have to be done before the money can be spent. There are a few changes to the procedure, however everything will need to get done before we hire an architect. MGL Chapter 7C, sections 44 through 57 covers design services. This requires the committee to put together an RFQ (Request For Quotation). This would have a list of criteria that would be ranked and scored by the committee. The committee would decide which items were of more importance and give them higher rankings. Paul asked if one of the criteria could be to ask if previous projects have been done keeping it budget. The Manager replied you could, if the committee felt it was important. The RFQ would have to be advertised per state requirements (COMMBUYS, newspapers, etc). A copy of it could be sent to any firms the committee wants to be considered. Site work can be added to the RFQ. A site walk should be set for a particular time so all interested firms can get the same information and tour. The companies must get the same interview, for consistency. RFQs from previous jobs can be used as a reference, but order of importance may be different. If a category is too specific, there is more of a chance for a bid protest. A clause can be included, in the event of a tie, the committee can take a vote and the majority would be the choice. The RFQ will also be reviewed for possibility of reusing any parts.
- Chief Desorcy stressed the need to get the info to the public and to meet with various groups.
- The committee agreed to have the two Chiefs talk with Brian Humes about getting the completed final report and as much site work that can be done with that money.
- The Manager cautioned the committee on following the open meeting laws. If RFQs from others are found, they can be sent out to all the committee members but any discussion needs to take place at an open meeting, none of it can be discussed with the group members by e-mail, for example.
- Chief Desorcy went before the Selectmen and gave them an update on the committee meetings and the change in site selection. He explained how Chairman Adams wanted to be sure the School Committee was OK with what was proposed. The Chief planned on meeting in September with the School Committee. Paul questioned if we should know sooner to be sure they are OK with our plans. Chief Hamilton stated Rick Bedard has already announced the plans to the School Committee, they didn't seem to have in issue with it. Chief Desorcy felt the school was going to have to find someone to rent it in order to cover the costs of heating and maintaining it. That would relieve them of the burden if they turned it over to for this purpose.
- Motion: P. Concemi seconded D. Daly To Adjourn: Unanimous

Adjourned at 19:10

Next meeting: August 7th, 6:00 pm, at the Town Hall

Minutes accepted _____

Chief Donald P. Shroy 08/16/2018

Sgt. Kimberly A. Cadlin

W/Com

Maxine J.

Brian K. Masco

Richard P. Hal