

## Minutes of the January 13, 2014 meeting of the Building Needs and Assessment Committee

The meeting began at 6:30pm.

Present: BNAC members Sean Donoghue, Pete Williams, Jay Horowitz, and Hugh Guilderson, Chief of Police Ron Fissette, DPW Director Mark Vincent, Assistant Town Administrator Tim King, and prospective BNAC member Jarrod Cabral.

The first agenda item was the introduction of Mr. Cabral who works in facilities management for the Town of Truro, is earning a certificate in Facilities Management, and is also studying for his general Contractor's license. In response to a question from Mr. Cabral, the chair gave a brief history of the recent development of the Town's building maintenance policy.

Members then read draft copies of the minutes of the Dec.9, 2013 meeting. On a motion by Mr. Donoghue, seconded by Mr. Horowitz, the committee voted to approve the minutes as read.

The next item on the agenda was the Town Administrator's update on various building projects. Mr. Terkalian could not attend the meeting, but the chair did read his email message which reported that there were no new developments on the Baker Field project, the Elementary School roofing project or the FY15 capital improvement budget for building maintenance and improvements.

The next item on the agenda was a discussion of the architects' responses to the RFQ for the assessment of the Police Station. The committee, with the Chief of Police and the DPW director, were acting as the Designer Selection Committee pursuant to the Town's designer selection procedure as described in MGL c.7.44-58 and referenced in the RFQ. The chair asked Chief Fissette which applicants had visited the station. The Chief responded that, to his knowledge, Eric Ammondson of Ammondson Architects was the only visitor. The chair then asked Mr. King if there were any problems at DCAMM (Mass. Division of Capital Asset Management and Maintenance) with any of the applicants. The Assistant Town Administrator said there were none. He then distributed the responses he had received from various references the applicants had included with their proposals. Mr. King said that Keenan & Kenny were disqualified because they had not met the minimum requirement of having completed the design and/or construction of the specified number of Police Stations.

The chair then asked the committee if they had read the architects' applications and if they were prepared to recommend three or more firms as required by the Designer Selection Procedure. Chief Fissette responded that he had visited the Chatham Police Station and was planning to visit the new Harwich Police Station, which were designed by one of the applicants. Mr. Vincent said he had read the proposals with particular interest to see if any of the applicants had worked on police stations on the Cape. (Chair's note, two applicants have designed and completed work on Cape police stations.)

The DPW director then asked the chair would the Town be committed to hiring one of the applicants to complete the design and manage the construction? Chair responded that the designer selection procedure requires the committee to recommend at least three firms to the

Board of Selectmen, state in writing their reasons for recommending those firms, and to interview them if they decide the interviews are needed. The chair added that the Town need not, but can if it chooses, hire the successful applicant to complete the design and manage the construction after the work described in the RFQ has been completed. The purpose of the assessment required by the RFQ is to determine whether the Police Station can be renovated and remodeled to accommodate the current and future needs of the department. If it cannot, then the architect will not prepare a preliminary design and budget for the construction.

Chief Fissette then said that if the project does proceed beyond the assessment phase he will want to attend the IACP classes on the planning, design, and construction of Police Stations.

The chair then commented that the committee will need time to study and discuss the architect's assessment, proposed building program, and preliminary design and estimate (if any) before the architect presents them to the Selectmen.

The members of the committee were not prepared to recommend any firms to be finalists. Mr. King distributed copies of the evaluative criteria contained in the RFQ.

The meeting adjourned at 7:45pm.

Respectfully submitted,

Hugh L. Guilderson