

Municipal Building Committee Meeting Minutes

November 14, 2007

Mixer Offices

120 Prescott Street

West Boylston, MA 01583

Members Present:

Kevin McCormick, Bruce Peterson, John Hadley, Michael Maljanian, Christopher Rucho, Allen Phillips, Roger Hall, James Dugan, Valmore Pruneau

Members Absent:

Michael Vignaly, John DiPietro, Roger Hall

Guests:

Leon Gaumond

The meeting convened at 7:12pm

Approval of last meeting minutes:

Bruce Peterson noted that the motion excepting the new building be constructed behind the Mixer building is option 1a not 1b.

Bruce Peterson noted there is a typo in the Police Station / Fire Station and DPW Property Survey paragraph. The word disruption should be description.

Motion: Allen Philips motioned to approve the minutes from the meeting of October 30, 2007 with noted corrections. Bruce Peterson seconded, no discussion, voted all in favor.

Discussion of Public Relations Campaign

Leon Gaumond discussed developing a public relations campaign to promote and educate the community on the building projects being proposed by the MBC. Four recommended items were recommended.

- Develop a video program to be aired on the local access channel.
 - This program will discuss the needs of the new building projects.
 - Discuss the condition of the existing building facilities.
 - Discuss the building project in detail.
- Meet with department heads
 - Talk about the projects in detail and make sure all department concerns are heard and everybody is on the same page.
 - When the town departments are informed on the project they will act as cheerleaders and promoters of the projects.
 - Involve the town boards and committees.
 - Nip any possible problems early that could cause issues down the road.
- Public meetings
 - Educate the public on the details of the proposed projects
 - Needs of the building projects
 - Solutions

- What the projects will mean to the taxpayer.
- Meet with the press and editorial boards
 - Make sure the press is well versed.
 - Hold a private meeting with the Banner and Telegram to make sure they understand the details of the building projects.
 - Conduct an informational meeting two weeks before the Town Meeting and invite the Banner and Telegram to be present.

Kevin McCormick recommended having three public meetings at three different locations. Each meeting could be held at proposed building site. Walk through and question and answer sessions can follow the presentations.

Bruce Peterson recommended having the building inspector and design architect firm present at the meeting.

Kevin McCormick stated the Fire Chief would like to come to a MBC meeting and discuss his concerns with the present building. The Chief is concerned that the proposed renovations will not be adequate. Kevin invited the Chief to the next MBC committee to discuss his concerns further.

Alan Philips stated he is concerned with backing the fire trucks up into the garage openings in the existing building.

A Strategy to bring the proposed building projects to Town Meeting was discussed. The MBC consensus was to bring all 5 projects to Town Meeting first. If the project as a whole is rejected then return with individual projects proposals. The group agreed the longer the projects wait the more expensive they would be.

Leon Gaumond stated when the LPA study has been completed a financial model will be developed to determine the impact the projects will have to the taxpayer. The model will be developed by Mike Daily.

At this time the group agreed it would be best to have the special Town Meeting in March of 2008 before the annual budget town meeting.

Update on MBC funds

Leon stated that \$81k would be returning back to the stabilization fund for the survey work. \$10k was retained for the title work and \$500 was retained for the wetland scientist work that was conducted on the Mixter building parcel.

Other business

Leon received LPA invoice for \$1395.00 for the final 25% recommendation phase.

Motion: Bruce Peterson motioned to approve and recommend payment of the invoice for the sum of \$1395.00. Valmore Pruneau seconded, no discussion, voted all in favor.

Leon stated he would be assembling a facility maintenance program, which will be discussed at future meeting.

Leon said alternate energy clean energy alternatives would be looked at.

Bruce Peterson asked when the MBC should look for a project manager. Due to the recent changes to the laws the projects could not move forward until a PM is hired.

The MBC discussed and recommend LPA develop an RFP for the Project Manager.

Next Meeting:

November 28, 2007, 7pm

Adjournment:

Motion: James Dugan motioned to adjourn the meeting. Valmore Pruneau seconded, no discussion, voted all in favor. The meeting adjourned at 8:45pm.

Meeting minutes prepared by Michael Maljanian MBC member.

Approved:_____