

MINUTES
CENTER FIRE STATION BUILDING COMMITTEE
August 25, 2012

Present: Steve Webber, Val Prest, Don Black, Halsey Platt

Also Present: Mark Haddad, Town Manager, Chief Joseph Bosselait, Mike Josefek and Peter Koczera from Architectural Consultant Group (Owners Project Manager)

Absent: Susan Daly, Jeremy Januskiewicz, Michael Bouchard

Steve Webber called the meeting to order at 8:00 a.m.

Town Manager Haddad announced that he would like to address several items at this meeting. The main purpose was to determine how the relationship with the OPM would work, that there are a few new Petition articles on the warrant and also he would like to discuss whether the Town should pre-qualify the general contractors.

Mr. Josefek informed the committee of some similar Fire Stations that he had served as OPM. He noted some of the things on the Center Street Stations that jumped out at him as being unnecessary expenses such as eye brow windows and extra layers in the roof.

Mr. Koczera discussed some of the guidelines to being the Owners Project Manager. Mr. Josefek felt as though he needed to be brought up to speed on the project and they are there to advise to the best of their ability.

Town Manager Haddad wanted to know how the Committee was going to interact with the OPM and how often they will look at the plans as they are developed?

The Committee would like the OPM to have a check list on what they review and when the review is completed. Mr. Prest wanted to know what the process was for communicating with the OPM? Mr. Josefek stated that there would be one contact person and that would be Town Manager Haddad and he would then distribute the information amongst the rest of the committee.

Mr. Prest suggested they should use a program called Dropbox or something similar so that each Committee member would have access to the large files and plans. Mr. Webber suggested that there be a summary of progress every week to keep the Committee up to speed, with a meeting every other week. Mr. Black thought it would be best to make sure the files and plans were updated with any changes between the architect and the contractor before each meeting.

Town Manager Haddad asked if the Committee should meet with the OPM separate from the Architect. Mr. Josefek stated that it would only be needed when necessary. Mr. Prest stated the ultimate goal is to complete the project on time and adhere to the budget.

The Committee then asked the OPM to comment on the pros and cons of pre-qualifying. Mr. Josefek said that a con is the potential to lose good prospective contractors. Where Mr. Koczera stated a pro was the contractors are DECAM qualified and their work is rated and researched. Town Manager Haddad said without pre-qualification they cannot set limits. Mr. Josefek agrees but also added to limit the pool of bidders does not always suggest better quality. Working with DECAM they are already prequalified.

The Committee was curious as to how they receive their grades? Mr. Koczera informed them that each project gets graded after it is finished by the owner. Town Manager Haddad then asked the OPMs opinion on whether or not they we should pre-qualify the General Contractors? The OPM suggests not to pre-qual the contractors due to budget constraints. They also advised that the subcontractors are the contractors pick. Mr. Webber wanted to know what the grounds for disqualification were? Mr. Josefek stated it was things such as fraud. Mr. Webber was curious as to having a bond on the contractors. Mr. Josefek informed the Committee it is a form of insurance to be sure they are certified and they approve the money every month to ensure the job gets finished. The OPM also informed the Committee you are never sure who owns the bond on your contractor. Mr. Black asked if we have the ability to ensure what bonding company is holding the bond? The OPM stated we do not.

Mr. Webber asked how they decide on whether to pre-qual? Mr. Platt stated that they do not have enough experience to make such a decision.

After each member of the Committee offered their opinion, Mr. Webber moved that the Committee not prequalify the General Contractors for this project. Mr. Prest seconded the motion and it passed 3 In Favor, 1 opposed (Halsey Platt).

Mr. Webber and Town Manager Haddad will meet with IT Director Jason Bulger to discuss how to implement Drop Box.

Town Manager Haddad wanted to make the Committee aware of two citizen petition articles submitted for the Fall Town Meeting Warrant. Both seek to stop the construction of the new Center Fire Station on Farmers Row. He also stated the there has not been any changes to the plan since April. The Station has always been estimated at \$7.5 million dollars and 18500 square feet. This will be discussed at the Selectmen's meeting on September 10th.

Mr. Haddad also informed the OPM that they want to go out to bid by Christmas.

Mr. Prest moved to adjourn the meeting at 9:45 a.m. Mr. Webber seconded the motion and the vote was unanimous.

Respectfully submitted,

Kelly Merrill
Administrative Assistant
Council on Aging