



Town of Ashland

MASSACHUSETTS

Public Safety Building Committee

Minutes

March 16, 2021 – 3:00 PM

<https://us02web.zoom.us/j/84804758834?pwd=NjZlRWVhKjYwJwREVLV0hLL2RxbVXVPUT09>

Call Meeting to Order

Members Present: Vin Alfano, Jenn Ball, Peter Chisholm, Mike Herbert, Joe Magnani, Steve Mitchell

Member Absent: Keith Robie, Brett Walker

Other Participants: Captain Lyn Moraghan (AFD), Jon Lemieux (Vertex), Bill Nangle (Vertex), Janet Slemenda (HKT), Amy Dunlap (HKT), Paula Claridge (HKT)

Joe Magnani called meeting to order at 3:04 PM

Order of Business

Approve Minutes

Meeting Minutes from 2/5/21, 1/29/21, and 1/12/21 were reviewed and approved as presented. Motion by Mike Herbert, Second by Steve Mitchell. Motion passed 6-0-2 Absent (Yes: Alfano, Ball, Chisholm, Herbert, Magnani, Mitchell).

Open Meeting Law Complaint

Open Meeting Law complaint dated 3/2/21 and Town Counsel response to Attorney General's Office were reviewed. Motion to accept response as presented by Vin Alfano. Second by Steve Mitchell. Motion passed 6-0-2 Absent (Yes: Alfano, Ball, Chisholm, Herbert, Magnani, Mitchell).

Discuss/subcontractor requalification scoring

The General Contractor and Sub-Contractor Pre-qualification process as required by MGL Chapter 149 was reviewed by Jon Lemieux. The process requires the Designer (HKT), OPM (Vertex) and Owner (Town of Ashland) to review, score and vote to accept the Pre-Qualification results. The Pre-Qualification Committee included Jon Lemieux, Janet Slemenda, Joe Magnani and Steve Mitchell. Joe Magnani and Steve Mitchell participated as a Sub-Committee of the Public Safety Building Committee. The Committee met on 9/10/20, 10/13/20, 10/29/20, and 11/17/20. A motion to reaffirm the Pre-Qualification Committee meetings, scoring results and voting as presented was made by Steve Mitchell. Second by Joe Magnani. Motion passed by PSB Sub-Committee 2-0 (Yes: Magnani, Mitchell).

Review the Open Meeting Law file on the 11/4/20 Meeting

The Interior Finish Review meeting that occurred on 11/4/20 was reviewed by HKT Architects (Paula Claridge, Janet Slemenda and Amy Dunlap). MGL Chap 149 requires that (3) potential interior finish product schemes be presented to the Public Safety Building Committee. The presentation was for informational purposes only. There were no decisions or voting required or made. The meeting was located at the Ashland Community Center and subsequently moved to the Ashland Police Sub-Station. Meeting participants included Jenn Ball, Mike Herbert, Steve Mitchell, Vin Alfano, Keith Robie, Lynn Moraghan, Paul Carpenter, Joe Richardson, Janet Slemenda and Paula Claridge. A motion to ratify that the Interior Finish Review meeting occurred on 11/4/20 was made by Steve Mitchell. Second by Mike Herbert. Motion passed 6-0-2 Absent (Yes: Alfano, Ball, Chisholm, Herbert, Magnani, Mitchell).

Status of CTA contract and notice to proceed

Jenn Ball reviewed the contract status with CTA General Contractors and an order to proceed with construction. The contract with CTA was executed on 3/12/21. Jenn reviewed the Pre-Construction meeting held on 3/11/21 with Ashland Town Departments, CTA, Vertex and HKT. The Ashland Conservation Agent conducted a site visit on 3/11/21 to confirm the ConCom Order of Conditions prior to the start of construction. It was anticipated that site work would commence on either Monday, 3/15/21 or Tuesday, 3/16/21.

In an effort to protect nearby residents, the Committee discussed concerns regarding blasting protocols. Lt. Moraghan discussed the requirements that the blasting contractor must present to the Ashland Fire Department for review and approval including pre-blast surveys for local residences. It was determined that Jenn Ball, Mike Herbert, Jon Lemieux and Lynn Moraghan will review the protocols and report back to the Committee.

The Committee discussed scheduling for a standing monthly Public Safety Building Committee. It was determined that the Committee would meet on the 2nd Tuesday of the month at 3 PM. There was also discussion that there may be the reasons to meet at other dates/times during the construction process. Additional dates would be scheduled as required. A motion to schedule a standing meeting on the 2nd Tuesday of the month at 3 PM was made by Steve Mitchell. Second by Peter Chisholm. Motion passed 6-0-2 Absent (Yes: Alfano, Ball, Chisholm, Herbert, Magnani, Mitchell).

Discuss contract oversight protocols

The Committee discussed contract oversight protocols in the event that a financial expenditure that was not anticipated or in the scope project work occurs. Jon Lemieux reviewed various financial thresholds for when the Owner's Manager will communicate with the Committee. Jon recommended the following financial thresholds and communications flow:

1) Requests from \$0 - 20,000: Vertex will communicate with Committee member, either Mike Herbert or Jenn Ball

2) Requests from \$20,001 - 40,000: Vertex will communicate with (2) Committee members, either Mike Herbert or Jenn Ball and either Joe Magnani or Steve Mitchell

3) Requests above \$40,001 will come before the entire PSB Committee

A motion to approve the financial threshold amounts and the communication flow as presented was made by Steve. Second by Mike Herbert. Motion passed 6-0-2 Absent (Yes: Alfano, Ball, Chisholm, Herbert, Magnani, Mitchell).

The Committee also discussed the process for change orders or changes in the scope of work. It was determined that changes would be brought back to Committee for review and action.

Paula Claridge (HKT) presented (3) options for the installation of a Project Site sign. The Committee discussed the options and requested that HKT come back at our next meeting with a draft sign for Committee approval.

Discuss Groundbreaking Ceremony

The Committee discussed a groundbreaking ceremony and agreed to defer further discussion and a decision to the PSB meeting.

Next Meeting: April 13, 2021, 3 PM

A motion to adjourn was made at 5:01 PM by Steve Mitchell. Second by Peter Chisholm. Motion passed 6-0-2 Absent (Yes: Alfano, Ball, Chisholm, Herbert, Magnani, Mitchell).

Submitted by: Steve Mitchell (3/17/21)

Adjournment

Meeting Materials:

This agenda is subject to change and includes those items reasonably anticipated by the Chair to be discussed at the meeting. Not all agenda items may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.