

**Ashland Public Safety Building Committee**  
**Meeting Minutes**  
**August 23, 2022**

**Members Present:** Jenn Ball, Peter Chisholm, Joe Magnani, Steve Mitchell, Chief Keith Robie, Chief Cara Rossi

**Member Absent:** Mike Herbert, Brett Walker

**Other Participants:** Bill Nangle (Vertex), Paula Claridge (HKT), Amy Dunlap (HKT), Janet Slemenda (HKT), Lt. Rich Briggs (Ashland), Paul Carpenter (Ashland)

1. Joe Magnani called meeting to order at 3:02 PM
2. August 11, 2022 minutes were reviewed and accepted. Motion by Robie, 2nd by Chisholm. The motion passed 6-0-2.
3. Bill Nangle reviewed the 3-week look ahead (August 22 - September 9). He reported on the construction tasks through the substantially completed date of 9/09/22. There is a large concrete pour tentatively scheduled for Friday, 8/26 to complete sidewalks.

Paula reviewed furniture delivery dates. Other than the dormitory furniture, desks and office furniture deliveries are scheduled for 9/19 and 9/22, with installation anticipated by the 1st week in October. Dormitory furniture is scheduled to arrive by 10/17. Paula also reviewed the punch list process.

Jenn discussed a tentative timeline for building occupancy. E911 dispatch services is scheduled for Columbus Day week. Once E911 has been switched over, dispatch staff, the police department and fire administrative personnel can start to occupy the PSB, with the full fire department occupancy scheduled for

late October, depending on the dormitory furniture deliveries. Jenn reported that staff are meeting regularly to coordinate moving and transition into the PSB.

Paul provided an update on IT equipment. There was discussion on a delay with the Verizon work order required for the elevator permit and building occupancy. The Town will be reaching out to Sen. Spilka's office for assistance with Verizon.

4. There were no change orders that required Committee review and approval.

5. Bill and Paula reported that CTA is finalizing a change order quote to complete the photovoltaic system. This should be ready for review and discussion at the next Committee meeting (9/06).

6. The Committee discussed and reviewed the revised dedication plaques. The Committee agreed to to make additional changes including adding the Town seal and adding individual titles. Paula will revise to reflect additional changes for discussion and acceptance at the next Committee meeting. The PSB Committee also discussed bench and tree dedications. Steve will research suppliers and budget pricing for the next meeting.

8. The PSB Committee will next meet on Tuesday, September 6, 2022, 2 PM via Zoom.

9. A motion to adjourn at 4:15 PM was made by Mitchell, 2nd by Chisholm. The motion passed 6-0-2 absent.

**Submitted by:** Steven Mitchell (8-24-22)

**Meeting Materials/Documents:**

1. 3-Week Look Ahead (Aug. 22 - Sept. 9)



