

MEETING MINUTES

Project: Leominster Police Station Leominster, MA	Meeting Date: January 9, 2020
Time: 9:00 AM	Meeting Location: City Hall
Meeting: Police Station Building Committee #4 Designer Interviews	Report By: Megan McCallon
Attending: Greg Chapdelaine, City of Leominster Wendy Wiiks, Mayor's Office Bill Mitchell, Chief Assessor Patrick McCarty, Volunteer Mark Amico, Police Dan Contois, Police Dan Proietti, Police Jim Whitney, Volunteer	Kelley Gammell, Police Chief Goldman, Police Mayor Mazzarella Claire Freda, Councilor Henry Frye, Volunteer Megan McCallon, DPI Christina Opper, DP
Absent: Jimmy Lanciani, Volunteer	

Item	Action																																																																																										
4-1 The Meeting was called to order.																																																																																											
4-2 Old Business <ul style="list-style-type: none"> • For the record, the scoring for the designer selection short-list was as follows: 																																																																																											
Designer Services - New Police Station 2019: Scoring Matrix																																																																																											
	<table border="1"> <thead> <tr> <th></th> <th>Context</th> <th>Dore + Whittier</th> <th>Kaestle Boos</th> <th>Lavallee Brensinger</th> <th>Tecton</th> </tr> </thead> <tbody> <tr><td></td><td>95</td><td>92</td><td>96</td><td>84</td><td>92</td></tr> <tr><td></td><td>91</td><td>96</td><td>96</td><td>84</td><td>79</td></tr> <tr><td></td><td>80</td><td>85</td><td>98</td><td>83</td><td>89</td></tr> <tr><td></td><td>90</td><td>87</td><td>82</td><td>54</td><td>92</td></tr> <tr><td></td><td>82</td><td>86</td><td>98</td><td>79</td><td>92</td></tr> <tr><td></td><td>91</td><td>92</td><td>97</td><td>95</td><td>87</td></tr> <tr><td></td><td>87</td><td>53</td><td>94</td><td>67</td><td>60</td></tr> <tr><td></td><td>89</td><td>64</td><td>74</td><td>91</td><td>72</td></tr> <tr><td></td><td>105</td><td>98</td><td>105</td><td>97</td><td>96</td></tr> <tr><td></td><td>92</td><td>68</td><td>80</td><td>97</td><td>72</td></tr> <tr><td></td><td>77</td><td>68</td><td>55</td><td>73</td><td>53</td></tr> <tr><td></td><td>100</td><td>90</td><td>100</td><td>80</td><td>85</td></tr> <tr><td>Total</td><td>1079</td><td>979</td><td>1075</td><td>984</td><td>969</td></tr> <tr><td>Average</td><td>89.9</td><td>81.6</td><td>89.6</td><td>82.0</td><td>80.8</td></tr> </tbody> </table>		Context	Dore + Whittier	Kaestle Boos	Lavallee Brensinger	Tecton		95	92	96	84	92		91	96	96	84	79		80	85	98	83	89		90	87	82	54	92		82	86	98	79	92		91	92	97	95	87		87	53	94	67	60		89	64	74	91	72		105	98	105	97	96		92	68	80	97	72		77	68	55	73	53		100	90	100	80	85	Total	1079	979	1075	984	969	Average	89.9	81.6	89.6	82.0	80.8
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Context Architecture, Kaestle Boos Associates, and Lavallee Brensinger were chosen to move on to the designer interviews.																																																																																											

4-3 Designer Interviews

- Lavallee Brensinger, Kaestle Boos, and Context Architecture presented to the committee at 9:00 am, 10:15 am, and 11:00 am, respectively. Each firm was allowed a 15-20 minute presentation, followed by a 20-30 minutes question and answer session with the Committee.
- Lavallee Brensinger
 - LBA teamed up with ADG and presented on project goals and priorities, their team, the operational needs of the department, technology for today and tomorrow, and reiterated they had a full team and staff available to begin immediately.
 - During the question and answer portion, it was asked by the Committee their current work load, former projects, and who would be responsible for the day-to-day interactions.
- Kaestle Boos Associates
 - KBA gave a simple schematic of a concept for the police station that included covered parking and a potential land swap with a neighboring abutter. They also covered the proposed project team, project goals, and their experience with former police projects and the integration of technology.
 - During the question and answer portion, they were asked to describe how they overcome challenges as a team.
- Context Architecture
 - During their presentation Context presented on their project team and highlighted many of their competencies and experiences with police station projects.
 - During the question and answer portion, Context confirmed that they are confident and comfortable with the size of the station that Leominster is proposing to build.

4-4 Designer Selection Vote

- Following the interviews, the Committee held a discussion to determine their selection. The Committee vote was as follows, with 3 being the most preferred and 1 being the least:

Committee Voting Results:

Name	LBA	KBA	Context
Mayor Mazzarella	1	3	2
Mark Amico	1	3	2
Daniel Proietti	2	3	1
Claire Freda	2	3	1
Kelley Gammell	1	3	2
Daniel Contois	1	3	2
Chief Goldman	2	3	1
Bill Mitchell	1	3	2
Jim Whitney	1	2	3
Patrick McCarty	1	3	2
Henry Frye	1	3	2
Greg Chapdelaine	1	3	2
Wendy Wiiks	1	3	2
Totals:	16	38	24

A MOTION was made by Chief Goldman to accept Kaestle Boos Associates as the firm to enter into contract negotiations with, SECONDED by Mayor Mazzarella, all in favor.

4-5 Demolition Update

- Greg Chapdelaine gave an update on the status of the Demolition project. They hazmat/abatement report was still in process. He also reported that the Contractor that had been awarded the project originally had decided to back-out of the project. Mr. Chapdelaine stated that the City will either go into negotiations with the firm who was the second low in the original bid, or, they will re-bid the project.

4-6 Approval of Meeting Minutes

- Approval of 11/1/2019 and 12/19/2019 Meeting Minutes
- A MOTION to approve the meeting minutes from 11/1/2019 and 12/19/2019, respectively, was made by Mayor Mazzarella, SECONDED by Claire Freda, all in favor.

The meeting was adjourned.

Next meeting: February 20, 2020, 7:30 am at 37 Carter Street