



Daedalus Projects
 1 Faneuil Hall Marketplace,
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MEETING MINUTES

Project: Leominster Police Station Leominster, MA	Meeting Date: February 20, 2020
Time: 7:30 AM	Meeting Location: City Hall
Meeting: Police Station Building Committee #5 Designer Kick-Off Meeting	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 Rene Croteau, KBA Kevin Witzell, KBA David McKinley, KBA Katrina Hay, KBA Paul Dominov, KBA Todd Costa, KBA Pam Perini William Murry, Place Sarah Michaelman, Green Engineer Jon Buh, FBRA Mike McKeon, KBA
Absent: Jimmy Lanciani, Volunteer	

Item	Action
5-1 The Meeting was called to order.	
5-2 Introductions were made around the room. KBA brought a large portion of their design team, and reintroduced everyone's role to the group.	
5-3 Meeting Protocols: <ul style="list-style-type: none"> • It was determined that a good cadence for design meetings will be every other Thursday at 7:30 am. • A small design group was selected from the Building Committee consisting of Chief Goldman, Lieutenant Amico, and Sargent Proietti to help move forward with the building programming efforts. • KBA and DPI will both be responsible for documenting design meetings. DPI to author and distribute meeting minutes to the team. 	
5-4 Program Review: <ul style="list-style-type: none"> • KBA has already sent out a questionnaire to the police department gathering more information to prepare for programming discussions. • A meeting will be set up with the design working group and Todd Costa and Katrina Hay from KBA to work through some of the questions that came out of the survey. 	KBA/Police

APPROVED

<p>5-5 Work Plan:</p> <ul style="list-style-type: none"> Kevin Witzell, KBA and Megan McCallon, DPI to work together to come up with target milestone dates for the workplan. KBA to prepare a task-list aligning with workplan milestones. 	KBA/DPI
<p>5-6 Financials:</p> <ul style="list-style-type: none"> The invoice approval process will be as follows: <ul style="list-style-type: none"> All project invoices will be sent directly to Megan McCallon, DPI for review. Megan will then send to Wendy Wiiks with recommendation for payment for approval and processing. The Building Committee will approve invoices on a monthly basis to align with the City’s Accounting cycle. It is estimated that the cycle should take approximately 45 days. 	
<p>5-7 Site Logistics:</p> <ul style="list-style-type: none"> An existing conditions survey has been conducted at the site. Megan McCallon, DPI to forward information to KBA team. KBA design team to meet with City Department Heads to discuss site questions regarding utilities, survey, and logistics on Tuesday, 2/24/2020 at 1:30pm. Geo/borings will be conducted by KBA once a determination for the footprint of the building has been established. KBA also requested test pits to be provided by the City. Ray Racene with the DPW will be the point of contact for test pits. It was also noted that Dig Safe will take up to 72 hours. Demolition Update: <ul style="list-style-type: none"> The asbestos survey report is still pending. The best course of action is to re-bid the site demolition scope of the project. It was noted that since the City will be rebidding the project there should be specific language about the condition that the site is left in. It was also noted that the language for the RFP should also include that any pipes that are discovered during demolition will need to be removed. DPI, KBA, and Greg to work together to write the specific language. A traffic study will be required for the site. The design team presented the benefits of making Cross St a two-way to help with the site-flow of traffic. The Committee reported that there have been previous studies done. Also, the Chief noted that the department has existing data for the surrounding streets that can be referenced. It was proposed that a land swap be looked into with Acme who currently owns a piece of property that would be an asset to the site flow that the design team is trying to achieve. More survey information, appraisals, and discussions with the planning board and Acme owner will be forthcoming. KBA to establish a list of testing that will be required for the site. A flow test will be arranged for the street. 	DPI/KBA
<p>5-8 Sustainability Goals:</p> <ul style="list-style-type: none"> A discussion was held to discuss preliminary sustainability goals. The project team mentioned looking into National Grid’s energy grants as an option. Also, solar panels and stormwater recycling for irrigation were discussed as desirable initiatives. 	
<p>5-9 Project Website:</p> <ul style="list-style-type: none"> KBA has offered to work with DPI to manage the project’s website. Their marketing team would like to have input on the design and layout of the information. DPI to reach out to KBA Marketing to discuss for next communication working group meeting. 	DPI
<p>5-10 Community Outreach</p> <ul style="list-style-type: none"> KBA will participate in future community meetings as technical support. DPI, the City, and KBA will all coordinate to arrange future meetings. 	



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5-11 A MOTION to adjourn was made by Mayor Mazzarella, SECONDED by Lt. Amico, all in favor.

Next Meeting: TBD
