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MEETING MINUTES

Project:	Leominster Police Station Leominster, MA	Meeting Date:	April 2, 2020
Time:	7:30 AM	Meeting Location:	Remote (Virtual)
Meeting:	Police Station Building Committee #6	Report By:	Megan McCallon
Attending:	Greg Chapdelaine, City of Leominster Wendy Wiiks, Mayor's Office Patrick McCarty, Volunteer Mark Amico, Police Dan Proietti, Police Jim Whitney, Volunteer Kelley Gammell, Police Chief Goldman, Police	Mayor Mazzarella Claire Freda, Councilor Megan McCallon, DPI Kevin Witzell, KBA David McKinley, KBA Katrina Hay, KBA Todd Costa, KBA Seungwhan Lee, KBA	
Absent:	Dan Contois, Police Bill Mitchell, Chief Assessor Henry Frye, Volunteer	Michael Wing, Police	

Item	Action
6-1 The Meeting was called to order.	
6-2 OPM Update: <ul style="list-style-type: none"> • Workplan: <ul style="list-style-type: none"> ○ Megan McCallon reviewed the new schedule and work plan and reported that the team is still tracking for the original milestone targets so far as Schematic Design continues forward. Kevin Witzell also noted that more specific milestones will be added/provided. • Approval of Meeting Minutes from January 9,2020 and February 20, 2020 <ul style="list-style-type: none"> ○ A MOTION to approve the meeting minutes as written from January 9, 2020 was made by Kelley Gammell, SECONDED by Claire Freda, All were in favor. ○ A MOTION to approve the meeting minutes as written from February 20, 2020 was made by Mayor Mazzarella, SECONDED by Patrick McCarty, All were in favor. 	
6-3 Designer Update: <ul style="list-style-type: none"> • Programming <ul style="list-style-type: none"> ○ Todd Costa presented an overview of the programming process that was conducted with KBA and the Police. After reviewing the needs of the department with the future in mind, the square footage summary totaled 45,000 sf for the main building with an additional 10,663 sf satellite building. ○ After reporting, Todd stated that the program is still a fluid document and that the team will continue to look for operational efficiencies as we go through the design process. ○ Mayor Mazzarella voiced that he would like to get an order of magnitude cost estimate to understand if a building of that size would be in the ballpark range of the approved budget from the City Council for the project. Megan McCallon DPI 	Design Working Group

affirmed that more pass-throughs of the program would be necessary to continue to determine the different operational needs. DPI to provide a preliminary estimate.

- Kevin Witzell did a side by side comparison with the former program that was conducted for the current Police Station by HKT and pointed out notable differences between the two.
- It was noted that the design working group will continue to comb through the program.
- Claire Freda inquired if the needs assessment had been compared to similar sized departments. Todd Costa confirmed that it was in the same ballpark as other departments of similar size.
- KBA confirmed that the current program does not include dispatch and is not reflected in the square footage of the building.
- Claire Freda and Kelley Gammell volunteered to join the design working group with Chief Goldman, Lieutenant Amico, and Sargent Proietti.
- Massing Options
 - Seungwhan Lee of KBA presented a two story and a three- story massing option for the building on the site. Both massing options were presented for consideration of the potential flood plain. The different options were high overviews with arrangements of how the building could potentially sit on the site.
 - David McKinley, KBA presented a proposed site plan and noted that some issues that may be present will involve the retention of water. Greg Chapdelaine confirmed that additional surveying is currently taking place for Cross Street and the lot beside the Acme Mechanic shop.

6-4 Demolition and Site Updates:

- Kevin Witzell gave an overview of the current state of the site following the site survey that was conducted. Currently, FEMA is in the process of changing their maps which will likely classify the site in a flood plain. A report was given by Megan McCallon on the meeting that was held by the department heads, Civil, KBA, and DPI. Another meeting will be set up to involve Woodard and Curran to go over options. The design and OPM teams will continue to work toward a determination.
- Greg Chapdelaine gave a report on the status of the site demolition. The current environment brought on by COVID-19 has seemingly slowed the process down. Further asbestos was discovered on site and remediation was under way, but the work has taken a slower trajectory. A target date of April 20th has been set for completion.
- KBA and DPI will assist Greg with creating the RFP for the demolition of the site to go out for re-bid with specific language to include either site security fencing or grading the site to a depression. Greg to send bid package to KBA and DPI.
- Megan McCallon confirmed that there will need to be a survey conducted for the site post demolition.

DPI/KBA

6-5 New Business:

- Mayor Mazzarella inquired about the available savings programs from National Grid. Megan McCallon to reach out and report back.

DPI

6-6 A MOTION to adjourn was made by Mayor Mazzarella, SECONDED by Greg Chapdelaine, all in favor.

Next Meeting: Tentatively scheduled for May 7, 2020