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## MEETING MINUTES

<b>Project:</b> Leominster Police Station Leominster, MA	<b>Meeting Date:</b> April 23, 2020
<b>Time:</b> 7:30 AM	<b>Meeting Location:</b> Remote (Virtual)
<b>Meeting:</b> Police Station Building Committee #6	<b>Report By:</b> Megan McCallon
<b>Attending:</b> 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 Dan Contois, Police Henry Frye, Volunteer	Mayor Mazzarella Claire Freda, Councilor Megan McCallon, DPI Richard Marks, DPI Christina Opper, DPI Mike McKeon, KBA Kevin Witzell, KBA Rene Croteau, KBA Todd Costa, KBA Seungwhan Lee, KBA
<b>Absent:</b> Michael Wing, Police	

Item	Action
6-1 The Meeting was called to order.	
6-2 OPM Update: <ul style="list-style-type: none"> <li>• Megan McCallon reported that National Grid was contacted and is now engaged in the project. The team has been assigned an official representative to assist during the design process.</li> <li>• Workplan:               <ul style="list-style-type: none"> <li>○ Megan McCallon reviewed the schedule and work plan, and noted the importance of approving the program so that schematic design can move forward.</li> </ul> </li> <li>• Approval of Meeting Minutes from April 2, 2020               <ul style="list-style-type: none"> <li>○ A MOTION to approve the meeting minutes as written from April 2, 2020 was made by Claire Freda, SECONDED by Daniel Contois, All were in favor.</li> </ul> </li> </ul>	
6-3 Design Update: <ul style="list-style-type: none"> <li>• Programming               <ul style="list-style-type: none"> <li>○ Kevin Witzell reported that the design working group met last week to scrub through the program. The team virtually went through the program line by line to determine what could and could not possibly be removed or downsized.</li> <li>○ Todd Costa reported that the team went through gross area by gross area in each category. After a slimming exercise, the program was downsized to 42,470 sf with a net to gross efficiency of 3.8. Todd stated that this could be +/- 10% in each area so far as it meets operational efficiencies and operational intent. KBA's goal is to get the square footage below 40,000 sf.</li> <li>○ Megan McCallon presented a preliminary overall budget and discussed the different drivers and inputs into the overall project costs. A program comparison between Medford and Leominster was also presented to the committee for consideration.</li> <li>○ Richard Marks suggested that members of the Committee visit the Medford Police Station. DPI to arrange site visit.</li> </ul> </li> </ul>	DPI

- Mayor Mazzarella stated that there were potential cost efficiencies that could be realized in the future such as using local vendors for furniture.
- A MOTION was made to approve the program for the new building subject to funding and future changes in the economic environment by Mayor Dean Mazzarella, SECONDED by Dan Proeitti,
  - Mayor Mazzarella, yes
  - Mark Amico, yes
  - Wendy Wiiks, yes
  - Jim Whitney, yes
  - Patrick McCarty, yes
  - Chief Michael Goldman, yes
  - Daniel Proietti, yes
  - Claire Freda, yes
  - Henry Frye, yes
  - Greg Chapdelaine, yes
  - Daniel Contois, yes
  - Kelley Gammell, yes
  - All were in favor
- Following the official approval of the program, Kevin Witzell stated that the next steps for the design team are to work on physical layouts and determine operational adjacencies. He also stated that he is confident the team will be able to make up some time lost.

6-4 Demolition and Site Updates:

- Megan McCallon reported that she, Greg, and Kevin met on the RFP language for the re-bidding of the demo package.
- Greg Chapdelaine reported some of the cost saving approaches the new RFP will outline, specifically the language and scope of how the site shall be left. He estimated that the new RFP will be out on the street very soon. He also reported that the abatement company has slowed down work due to COVID19, but he will continue to stay on top of it.

6-5 New Business:

- A committee member asked if off-site expenses were included in the overall budget. The team will need to determine what, if any, off-site improvements will be needed for the project and then work with the City on determining what will be included in the project budget.

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

Next Meeting: TBD