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## MEETING MINUTES

<b>Project:</b> Leominster Police Station Leominster, MA	<b>Meeting Date:</b> May 21, 2020
<b>Time:</b> 8:00 AM	<b>Meeting Location:</b> Remote (Virtual)
<b>Meeting:</b> Police Station Building Committee #8	<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 Mike McKeon, KBA Kevin Witzell, KBA Todd Costa, KBA Seungwhan Lee, KBA Aaron Kennedy, Police
<b>Absent:</b> Michael Wing, Police	Richard Marks, DPI

Item	Action
8-1 The Meeting was called to order.	
8-2 OPM Update: <ul style="list-style-type: none"> <li>• Megan McCallon reviewed the work plan and reported that the design working group is meeting on a weekly basis. She stated that there is still much work to do but progress is being made.</li> <li>• Approval of Meeting Minutes from April 23, 2020               <ul style="list-style-type: none"> <li>○ A MOTION to approve the meeting minutes as written from April 32, 2020 was made by Mayor Mazzarella, SECONDED by Jim Whitney, all were in favor.</li> </ul> </li> </ul>	
8-3 Design Update: <ul style="list-style-type: none"> <li>• Programming               <ul style="list-style-type: none"> <li>○ Kevin Witzell gave a high-level overview of the work that has been taking place during the design working group sessions. He reported that so far through operational efficiencies and working with the department, the current floor plan is at approximately 38,401 sf.</li> <li>○ Kevin overviewed the floorplan and noted some of the changes that have been made thus far:                   <ul style="list-style-type: none"> <li>▪ The first-floor functions are geared towards patrol, detention, and community access.</li> <li>▪ The second-floor functions are detective work, training, and evidence.</li> <li>▪ The third-floor functions are Chief's offices and administration.</li> </ul> </li> <li>○ Seungwhan Lee presented the new massing options which featured exterior brick elements, curtain wall accents, a three-story tower, and an exterior view of the parking elements in the back of the building.</li> <li>○ A discussion was held concerning the design elements, and the design team was asked to provide more options incorporating more Leominster specific architectural detailing.</li> </ul> </li> </ul>	KBA

- Todd Costa the shared program data with a side by side comparison of where the building currently stands in comparison to estimated programmatic needs. Currently the building is tracking directly in line with estimated square footage by function.

8-4 Demolition and Site Updates:

- Greg Chapdelaine updated the group on the status of the abatement and demo of the site. The abatement is scheduled to resume next week, and the RFP for demolition services will officially advertise on June 10, 2020 in the Central Register.

8-5 New Business:

The following invoices were approved:

20200430 KBA Inv 200002.00-2 \$73,750.00

MOTION to approve by Greg Chapdelaine, SECONDED by Chief Goldman, all in favor.

20200330 KBA Inv 200002.00-1 \$23,625.00

MOTION to approve by Greg Chapdelaine, SECONDED by Claire Freda, all in favor.

20200120 WHIT BING Inv 26400 \$10,143.20

MOTION to approve by Greg Chapdelaine, SECONDED by Kelley Gammell, all in favor.

20200323 WHIT BING Inv 264797 \$8,620.00

MOTION to approve by Greg Chapdelaine, SECONDED by Claire Freda, all in favor.

20191025 DPI Inv 191015 \$5,000.00

MOTION to approve by Greg Chapdelaine, SECONDED by Kelley Gammell, all in favor.

20191122 DPI Inv 191115 \$10,000.00

MOTION to approve by Greg Chapdelaine, SECONDED by Patrick McCarty, all in favor.

20200131 DPI Inv 200114 \$15,000.00

MOTION to approve by Greg Chapdelaine, SECONDED by Patrick McCarty, all in favor.

20200228 DPI Inv 200216 \$8,000.00

MOTION to approve by Greg Chapdelaine, SECONDED by Patrick McCarty, all in favor.

20200331 DPI Inv 200316 \$5,000.00

MOTION to approve by Greg Chapdelaine, SECONDED by Patrick McCarty, all in favor.

20200501 DPI Inv 200414 \$8,000.00

MOTION to approve by Greg Chapdelaine, SECONDED by Patrick McCarty, all in favor.

20201227 DPI Inv 191215 \$15,000.00

MOTION to approve by Greg Chapdelaine, SECONDED by Claire Freda, all in favor.

8-6 A MOTION to adjourn was made by Claire Freda, SECONDED by Greg Chapdelaine, all in favor.

Next Meeting: June 18, 2020 8:00 am, Virtual Meeting