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## MEETING MINUTES

<b>Project:</b> Leominster Police Station Leominster, MA	<b>Meeting Date:</b> June 18, 2020
<b>Time:</b> 8:00 AM	<b>Meeting Location:</b> Remote (Virtual)
<b>Meeting:</b> Police Station Building Committee #9	<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 Dan Contois, Police	Mayor Mazzarella Claire Freda, Councilor Aaron Kennedy, Police Megan McCallon, DPI Amy Moro, KBA Kevin Witzell, KBA Todd Costa, KBA Seungwhan Lee, KBA

**Absent:**

Item	Action
9-1 The Meeting was called to order.	
9-2 OPM Update: <ul style="list-style-type: none"> <li>• Megan McCallon reviewed the work plan and reported that the team is on track to send the SD Package to cost estimating on July 2<sup>nd</sup>. Schematic Design is on track to wrap up at the end of July.</li> <li>• Approval of Meeting Minutes from May 21, 2020               <ul style="list-style-type: none"> <li>○ A MOTION to approve the meeting minutes as written from May 21, 2020 was made by Mayor Mazzarella, SECONDED by Claire Freda, all were in favor.</li> </ul> </li> </ul>	
9-3 Design Update: <ul style="list-style-type: none"> <li>• Todd Costa reviewed the floor plans that the design working group has been developing. A description of the operational function of each floor was given as follows:               <ul style="list-style-type: none"> <li>○ The first floor is geared toward patrol, wellness, detention, and public functions</li> <li>○ The second floor focuses on investigations and training functions</li> <li>○ The third floor is the administrative level</li> </ul> </li> <li>• Seungwhan Lee presented a detailed study for the massing of the building. It was requested at the last PSBC Meeting for a review of the designs of the historic downtown be researched. Seungwhan presented his findings and reviewed the preferred option of the design working group. The following suggestions were made:               <ul style="list-style-type: none"> <li>○ Tint the exterior windows blue</li> <li>○ Include exterior lighting on the building</li> <li>○ Include signage with messaging at the front of the station</li> <li>○ A discussion was held about the exterior colors of the building, and direction was given. A request was made to tint the mortar to match the brick.</li> </ul> </li> <li>• A MOTION was made by Claire Freda to adopt the proposed massing design of the building with the additions and amendments as discussed by the building committee, SECONDED, by Kelley Gammell, all were in favor:               <ul style="list-style-type: none"> <li>○ Greg Chapdelaine – Yes</li> <li>○ Wendy Wiiks – Yes</li> </ul> </li> </ul>	

- Patrick McCarty – Yes
- Mark Amico – Yes
- Dan Proietti – Yes
- Jim Whitney – Yes
- Kelley Gammell – Yes
- Dan Contois – Yes
- Mayor Mazzarella – Yes
- Claire Freda – Yes
- Aaron Kennedy – Yes

9-4 Demolition and Site Updates:

- Greg Chapdelaine updated the group on the status of the abatement and demo of the site. A contract has been awarded, the hazardous material has been removed, and walk-through inspections are taking place this week. Mobilization is scheduled for next week. The City realized a cost savings of almost \$100,000.00 in the re-bid.

9-5 New Business:

The following invoices were approved:

- 20200529 KBA Invoice 20002.00-3 \$60,125.00
  - MOTION to approve by Greg Chapdelaine, SECONDED by Patrick McCarty, all in favor.
- 20200605 A & E Environmental Invoice 8119 \$9,888.00
  - MOTION to approve by Greg Chapdelaine, SECONDED by Patrick McCarty, all in favor.
- 20200519 DPI Invoice \$10,000.00
  - MOTION to approve by Greg Chapdelaine, SECONDED by Patrick McCarty, all in favor.

KBA presented Amy Moro as the new Project Architect for the Kaestle Boos team. Kevin Witzell provided an introduction to Amy's history in the firm and spoke to her previous experience in public safety projects.

9-6 A MOTION to adjourn was made by Claire Freda, SECONDED by Greg Chapdelaine, all in favor.

Next Meeting: July 23, 2020 8:00 am, Virtual Meeting