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## MEETING MINUTES

<b>Project:</b>	Leominster Police Station Leominster, MA	<b>Meeting Date:</b>	September 03, 2020
<b>Time:</b>	10:00 AM	<b>Meeting Location:</b>	Remote (Virtual)
<b>Meeting:</b>	Police Station Building Committee #12	<b>Report By:</b>	Megan McCallon
<b>Attending:</b>	<p>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          Carlos Cintron, Police          James Marois, Police          Michelle Richards, Neighborhood</p>	<p>Mayor Dean Mazarella, City of Leominster          Claire Freda, Councilor          Chief Aaron Kennedy, Police          Brett Thompson, Police          Megan McCallon, DPI          Amy Moro, KBA          Kevin Witzell, KBA          Todd Costa, KBA          David McKinley KBA</p>	
<b>Absent:</b>	Henry Frye, Kelly Vallee		

Item	Action
12-1 The Meeting was called to order.	
12-2 OPM Update: <ul style="list-style-type: none"> <li>• Megan McCallon gave a brief overview of the process by which the design working group has been working towards minimizing the cost and size of the building scheme. She also stated that due to this due diligence, the project has been pushed past the original schedule for Schematic Design. She reported that the design working group had been meeting weekly, and through a series of decisions had come to a floor plan that is more efficient than what was previously presented.</li> <li>• Approval of Meeting Minutes from August 20, 2020               <ul style="list-style-type: none"> <li>○ A MOTION to approve the meeting minutes as written from August 20, 2020 was made by Claire Freda, SECONDED by Greg Chapdelaine, a roll call vote was taken and all were in favor.</li> </ul> </li> </ul>	
12-3 Schematic Design Update: <ul style="list-style-type: none"> <li>• Todd Costa reviewed the updated floor plan, which was approximately 35,300 sf. Since the last meeting, the design working group elected to realize more operational efficiencies by combining some of the departmental and training functions. As a result, approximately 2,000 sf were removed from the last iteration of the floor plan.</li> <li>• A discussion was held concerning the differences between scope and cost of the current Leominster Police Station design and the Medford Police Station. Medford is a project similar in size and scale.</li> <li>• A discussion was held about the current cost estimate for the project. The committee discussed project funding and approaches. After reviewing the current estimated budget, the team was instructed to work toward a new financial target. Additional value engineering efforts were suggested.</li> </ul>	

- A discussion was held about KBA hosting a tour at the New Britton Police Station. KBA to arrange the visit.

11-4 Site Updates:

- Megan McCallon and Kevin Witzell gave a quick update on the status of the compensatory storage requirements of the site. The findings of the team were able to significantly reduce the amount of compensatory storage required for the construction of the building. Megan reported that more information will be made available after further civil calculations and cost estimating has been completed.

11-5 New Business:

- There was no new business.

11-6 A MOTION to adjourn was made by Kelly Gammell, SECONDED by Chief Kennedy, all were in favor.

Next Meeting: September 23, 2020 10:00 am, Virtual Meeting