



Daedalus Projects
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MEETING MINUTES

Project: Leominster Police Station Leominster, MA	Meeting Date: September 24, 2020
Time: 10:00 AM	Meeting Location: Remote (Virtual)
Meeting: Police Station Building Committee #13	Report By: Megan McCallon
Attending: Mayor Dean Mazzarella, City of Leominster Claire Freda, Councillor Patrick McCarty, Volunteer Lt. Mark Amico, Police Sgt. Dan Proietti, Police Jim Whitney, Volunteer Kelley Gammell, Police Carlos Cintron, Police Sgt. James Marois, Police Michelle Richards, Neighborhood Henry Frye	Chief Aaron Kennedy, Police Greg Chapdelaine, City of Leominster Wendy Wiiks, Mayor's Office Kelly Vallee, Police Megan McCallon, DPI Lance Green, KBA Amy Moro, KBA Kevin Witzell, KBA Todd Costa, KBA Seunghwan Lee, KBA Katrina Hay, KBA
Absent: Brett Thompson, Police	

Item	Action
13-1 The Meeting was called to order.	
13-2 OPM Update: <ul style="list-style-type: none"> • Megan McCallon gave an overview of the recent progress of the design working group's efforts to decrease project cost through a series of value engineering workshops. She overviewed the different costs associated with the options between a second level and third level building schemes, and the decision turning points that the group had previously discussed. • Approval of September 3, 2020 Minutes <ul style="list-style-type: none"> ○ A MOTION to approve the meeting minutes from September 3, 2020 as amended was made by Claire Freda, SECONDED by Patrick McCarty. A roll call vote was taken, and all were in favor. • Megan McCallon gave a briefing on the need to bring in a commissioning consultant at this point in the project timeline. A MOTION was made to move forward with a solicitation for commissioning services by Claire Freda, SECONDED by Chief Kennedy. A roll call vote was taken, and all were in favor. 	
13-3 Design Update: <ul style="list-style-type: none"> • Todd Costa reviewed the two-level and three-level schematic design schemes and explained the main differences between the two. He also reviewed why the building's grossing factor became less efficient in the two-level scheme. • An overview of the option to build out the third level as a shell for future expansion was discussed in-depth by the Committee from both a design and cost perspective. The advantages of future expansion were the main focus of that discussion, and ultimately the decision point to move forward with the three-level building scheme. 	

- A MOTION to approve the scheme as seen by the Committee on 9/24/2020 maintaining the third level as a future build-out was made by Greg Chapdelaine, SECONDED by Kelley Gammell, a roll call vote was taken, and all were in favor.

13-4 Schedule Update:

- Megan McCallon reported that the Schematic Design phase of the project lasted longer than originally anticipated, but there is opportunity to make some of the time up. A revised project schedule will be presented at the next committee meeting.

13-5 New Business:

- Greg Chapdelaine advised that he is in the process of engaging Whitman and Bingham for the post-demo site survey.
- Kevin Witzell inquired about arrangements for a flow test for the sprinkler system. Project team to set up meeting with DPW.

- 13-6 A MOTION to adjourn was made by Mayor Mazzarella, SECONDED by Patrick McCarty, all were in favor.

Next Meeting: October 22, 2020 10:00 am, Virtual Meeting