



Daedalus Projects
 1 Faneuil Hall Marketplace,
 South Market Bldg Suite 4195
 Boston, MA 02109
 617-451-2717 / phone
 617-451-2679 / fax

MEETING MINUTES

Project: Leominster Police Station Leominster, MA	Meeting Date: November 19, 2020
Time: 10:00 AM	Meeting Location: Remote (Virtual)
Meeting: Police Station Building Committee #15	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 David McKinley, KBA
Absent: Brett Thompson, Police	

Item	Action
14-1 The Meeting was called to order.	
14-2 OPM Update: <ul style="list-style-type: none"> • Megan McCallon presented the OPM report and reviewed the overall schedule. She reported that the project will likely not be bidding until summer of 2021. She also gave an overview of what occurred in the design working group meetings over the last few weeks. • Megan McCallon gave an update on the Cx Solicitation. She reported that a review will be available at the next Building Committee Meeting of the responses. • Approval of the 10/22/2020 Meeting Minutes <ul style="list-style-type: none"> ○ A MOTION to approve the meeting minutes as written from 10/22/2020 was made by Claire Freda, seconded by Chief Kennedy. A roll call vote was taken and all were in favor. 	
14-3 Design Update: <ul style="list-style-type: none"> • The Design team went through the most updated floor plans. Kevin Witzell reported the changes that had been made since the last Building Committee Meeting. • A discussion was held concerning the build-out of the Training Room on the second floor. Kevin Witzell reported that the design team had looked further into the possibility of making the Training room a one-story space. The issue with this approach is that another structural column would likely be required. Also, the floor to ceiling height with a one-story scheme would not be adequate enough space for training simulator equipment. The Committee agreed that the two-story training room was better suited for departmental needs. 	
14-4 New Business:	

- Kevin Witzell reported that Katrina reached out to AIS and has begun preliminary conversations about the furniture for the police station.
- The Following invoices were reviewed and approved with a MOTION by Patrick McCarty, SECONDED by Claire Freda, a roll call vote was taken and all were in favor:
 - KBA Invoice 20002.00-6 for the amount of \$165,000.00
 - CHA Invoice 39084-2010 for the amount of \$5,000.00
 - DPW Receipt for the amount of \$72.85 from the Home Depot
- Claire Freda reported that she has been trying to introduce a Zoom capable conference with the City Council so that the Committee can make it's presentation. She will advise as soon as that capability has been worked through.

14-5 A MOTION to adjourn was made by Chief Kennedy, SECONDED by Claire Freda, all were in favor.

14-6 Next Meeting: December 10, 2020 10:00 am, Virtual Meeting