



MEETING MINUTES

Project: Leominster Police Station Leominster, MA	Meeting Date: July 6, 2023
Time: 9:30 am	Meeting Location: Remote (Virtual)
Meeting: Police Station Building Committee #44	Report By: Alicia Monks
Attending: Mayor Dean Mazzarella, City of Leominster Wendy Wiiks, Mayor’s Office Chief Aaron Kennedy, Police Lt. Dan Proietti, Police Patrick McCarty, Volunteer Henry Frye	Claire Freda, Councilor Kelly Vallee, Police Kelley Gammell, Police Kevin Witzell, KBA David Bascetta, KBA Mark Luzaitis, CHA Alicia Monks, CHA
Absent: Greg Chapdelaine, City of Leominster Officer Carlos Cintron, Police Det. Sgt. James Marois, Police Michelle Richards, Neighborhood	Jim Whitney, Volunteer Jake Zelikman, CHA Amy Moro, KBA

Item

44-1 The Meeting was called to order.

44-2 Construction Update:

- Exterior hardscape (seats, sidewalks, planters, bollards, etc) and fencing are ongoing
- Security installation ongoing
- Start ups and testing have started
- Cleaning to start July 5
- Furniture delivery July 17

Progress is going well. The contractor is working on wrapping up by the end of the month.

Trees and planting have been delivered to the site. It was noted that the contractor own watering the plants and trees for several months and additionally are warrantied for two years.

44-3 Invoice Approval:

The following invoices were reviewed and recommended for approval:

- COR - Furniture - \$13,509.97
- ANC Telecom - \$1,080
- GovConnection - \$12,671.69
- GovConnection - \$23,856.30
- NECS - \$9,840
- Piper Electric – New Fiber - \$17,482.84
- Modular Communications - \$45,988.50
- Amazon – telephone equipment - \$1,150

APPROVED

- Real Time Networks - \$32,919.60
- Grainger – shelving - \$2,281.65
- Haley Ward - \$2,502.50

There was a MOTION to approve the above invoices as a group made by Chief Kennedy and SECONDED by Kelly Valle.

Roll call vote in favor: Mayor Mazzarella, Wendy Wiiks, Chief Kennedy, Lt Proietti, Patrick McCarty, Henry Frye, Claire Freda, Kelly Valle, and Kelley Gammell. All voted in favor.

44-4 Ribbon cutting. There was a request to not have the ribbon cutting the week of September 18 to 22. The date for the ribbon cutting is to be determined. The Mayor noted he would like to have an open house available to the citizens prior to the building becoming fully secure and functional.

44-5 There is ductwork at the underside of the building parking area to allow for proper ventilation. It was noted the traffic flow may become one way under the building and bollards may be added to protect the metal ductwork.

44-6 Regarding maintenance on the building, all training sessions will be recorded. Additionally, maintenance manuals will be delivered to the project at the end. There will be information to allow for continual maintenance of the building.

Next Meeting will be July 20, 2023 at 10:00 am

Adjourn
The meeting was adjourned.