

## FIRE HEADQUARTERS BUILDING COMMITTEE

December 22<sup>nd</sup>, 2021

2022 JAN 15 PM 1:23  
MILBURY, MASS.  
TOWN CLERK

Members in attendance: Chair D. Rudge, Vice Chair/ Secretary R. Hamilton, P. Concemi, M. Mann, B. DeVault, B. Gasco, S. Piscitelli  
Guests in attendance: Town Manager Sean Hendricks, Joe Sullivan and Aditya Modi – CHA Consultants, Jeff Shaw – Context Architects.

Meeting called to order at 5:30 pm  
Pledge of Allegiance

Previous Minutes: Motion by Brian and seconded by Paul to accept the minutes of 10/20/21; Unanimous

Brian informed the committee that the Board of Fire Engineers voted unanimously to endorse CHA Consultants for the project OPM.

Chairman Rudge started the meeting and stated CHA was the selected firm for the project's OPM. He informed the committee that their representatives were here tonight to explain their involvement with the project and what steps should be taken. Joe Sullivan explained to the committee the following: They will need updated drawings in their office as soon as it can happen to begin reviewing and doing updated cost estimates, they will need to add OPM fees and soft costs, they will meet with the Chief to determine what will go from the old station to the new station to be reused, they will do a reconciliation with Context's estimator, prequalification should take 4 to 6 weeks, they use "Project Dog", they look at the financial capacity of each contractor, if a contractor appeals documentation is important, they will schedule a pre-bid conference at the site, many of the steps will overlap, its better to have actual numbers for Town Meeting, they have worked with Context previously very well, drawings are at 100% complete (per Context), it would be ideal to bid mid-February, need to have enough bidders to make sure its well covered, this is good timing for bidding, they will emphasize the need for RFIs (Request for Information) early on to contractors, all subs need to be DCAMM (Division of Capital Asset Management and Maintenance) certified, recommends a sub-committee of 3 to 5 people for the project that reports back to the full committee, they would like to meet with the full committee the second week of every month, a value should be put on change orders that the sub-committee is allowed to approve, should go before the Board of Selectmen to update them on the project, the prequalification process could start in January, suggested two committee meetings in January.

Jeff Shaw: He felt Joe covered most of everything, suggested public information meetings, make flyers first with the meeting dates for the public on them.

Sean Hendricks: He will talk with Town Council to see how they recommend the numbers be presented at Town Meeting, he inquired if the money we had was sufficient, Rich replied we still had money in the fund for Context that was estimated by them and there should be enough for everything left to do until Town Meeting, he also wanted to make sure the easements were in order, Rich replied he was working with National Grid and will forward the final information to

him, Sean will make sure the easement language will cover all utilities.

Chairman Rudge suggested we send a flyer to every household with the project information, he suggested meeting on January 12<sup>th</sup> and January 26<sup>th</sup> at 5:30, all committee members along with Joe Sullivan and Jeff Shaw, agreed to those dates.

Rich updated the committee on possible grants, the federal bill has stalled in the House in June and as much as FEMA expected to move quickly there is no timeline right now, if it does progress during our project we can still apply and get up to 7.5 million dollars, the state bill has not been funded yet, the bill has essentially been approved but does not have a funding mechanism yet, the same holds for that bill that we can still apply if it moves during our construction, Rich will contact USDA for potential grants and low interest loans, there is also a HUD program he is looking into. Joe added there are some grants available for some equipment to be that will be installed in the building and they can assist us with those.

Motion to adjourn by Bruce seconded by Steve: Unanimous

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|----------------------------|--------------------|
| 1. <u>Bruce K. Guseo</u>   | 2. <u>Steve</u>    |
| 3. <u>Rich P. Hal</u>      | 4. <u>Steve</u>    |
| 5. <u>Bruce M. Delaney</u> | 6. <u>Maria J.</u> |
| 7. _____                   |                    |