

BOARD OF SELECTMEN
Francis A. Hegarty, Chairman
Steven P. Rose, Clerk
Robert F. Brady, Jr., Associate

Francis T. Crimmins, Jr.
TOWN ADMINISTRATOR

Town of Avon Massachusetts

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BOARD OF SELECTMEN MEETING
THURSDAY, OCTOBER 29, 2015
WORKSHOP SESSION
7:00 p.m.

Members present:

Francis A. Hegarty, Chairman
Steven P. Rose, Clerk
Robert F. Brady, Jr., Associate

Others present:

Francis T. Crimmins, Jr., Town Administrator
Shanna Faro, Executive Assistant to the Town Administrator

Public Safety Building Committee:

Tracy Self, Chair
Carl Fischer, Member
Tim Flanigan, Member
Elaine Dombrosky, Member
Alex Sinclair, Member
Glenn Fernald, Member (*arrived late*)
Polly McCarthy, Recording Secretary

Meeting with Public Safety Building Committee Regarding Selection of a Designer Selection Committee for the New Police Station

At 7:00 p.m., the Public Safety Building Committee approached the Board to discuss the status of selecting members for the Designer Selection Committee for the new police station. Chairman Hegarty explained to the Committee that the Board of Selectmen is bound by law to follow Chapter 30B of the Massachusetts Inspector General's Manual, most recently updated in August 2014, which outlines the specific rules and regulations that must be followed in the process of designing, constructing and building a new public safety building. Chairman Hegarty stated that, according to the Inspector General, the first step in this process is to adopt written Designer Selection Procedures, which was done at the October 15, 2015 meeting of the Board of Selectmen.

Chairman Hegarty informed the Committee that the second step in this process is to select members for the Designer Selection Committee. Mr. Hegarty further explained that once a Designer Selection Committee is formed, it would be that Committee which hires the Owner's Project Manager ("OPM"), who will work with the Designer Selection Committee to write a proposal for the architect. Mr. Hegarty stated that the law requires that the OPM be hired before the project designer, must meet required minimal qualification standards, and be selected through a "qualifications based" selection process. Mr. Hegarty informed the Committee that the OPM acts as the awarding authorities' agent and consultant throughout the project from design through completion and must be completely independent from the designer, general contractor and any sub-contractors involved in the project at all times. Mr. Hegarty stated that the next step, after the OPM and the Designer Selection Committee submit the proposal for the

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architect, is to review the applications submitted by the architects. Chairman Hegarty advised the Committee that the final step for the OPM and Designer Selection Committee would be to select a design from one of the architects. Tracy Self asked Mr. Hegarty if the Designer Selection Committee dissolved after selection of the architect. Mr. Hegarty replied that it would, and at that point other committees in this process would be formed, such as a Construction Committee.

Chairman Hegarty further stated that the Board of Selectmen is very appreciative of all the time, hard work and effort the Public Safety Building Committee has put into this project to get it to pass in the Special Election. Tim Flanigan advised that the Public Safety Building Committee had plans that were fairly accurate in terms of room sizes and spacing and had already been approved by the Fire Chief and the Police Chief. Mr. Hegarty explained to the Committee that the Board would like to incorporate the work that has been done already, if possible. However, Mr. Hegarty stated that it is important to note, that the Public Safety Building Committee was formed and appointed by the Town Moderator before the specific guidelines set forth by the Inspector General in August 2014, and as such, we may need to back up a few steps and be sure to follow the procedures set forth by the Inspector General. Mr. Hegarty advised that it is important to follow the procurement policy to get bonded. Tracy Self noted that all the designs submitted for the Public Safety Building were conceptual. Ms. Self also stated that the architect who submitted the conceptual designs intends to submit a proposal for this project.

Chairman Hegarty stated that, for purposes of tonight's meeting, the Board would like to focus on the second step, which is selecting members for the Designer Selection Committee. Mr. Hegarty stated that at the October 15, 2015 meeting, the Board voted for a seven member committee in which one member would be from the Fire Department and one member would be from the Police Department. Mr. Hegarty stated that the Board was looking for five additional members for the Designer Selection Committee. Ms. Self asked Mr. Hegarty if interested persons had to submit a written letter to the Board seeking permission to be on the Committee to which Mr. Hegarty replied in the affirmative. Mr. Hegarty also noted that formal letters are due back to the Board prior to the November 19, 2015 meeting, although he was unsure if that deadline was a bit too ambitious. Tim Flanigan asked Mr. Hegarty if the number selected for members was capped at seven. Mr. Hegarty answered that it was as that is in accordance with how the Board of Selectmen voted on October 15, 2015. Town Administrator Crimmins commented that the Board is very supportive of this project and anxious to get started. Selectman Brady recommended that the Public Safety Building Committee discuss this matter and decide amongst themselves how to split up the members for the different committees needed on this project so that everyone could have a turn being involved in the process. Alex Sinclair asked how many members would be needed for the Construction Committee. Selectman Rose replied that it hadn't been discussed yet. Polly McCarthy asked if the Designer Selection Committee is in charge of selecting an architect for both the police station and the fire station. Mr. Crimmins informed Ms. McCarthy that these are two separate projects. The first project that the Board is focusing on is the new police station. Elaine Dombrosky asked if the committee members required specific qualifications. Chairman Hegarty replied no, but qualifications would be a consideration. Mr. Hegarty further stated that no member of the committee would be selected if that person had any conflict of interest. Finally, Ms. McCarthy asked if a paid Recording Secretary would be needed for this committee. Chairman Hegarty responded that he thought the discussions of that committee should be documented and it should be part of the expense of that committee. With all of their questions answered, the Public Safety Building Committee departed.

Discussion of a Special Town Meeting

Chairman Hegarty asked the members of the Board if they wanted to address some of the needs of the Town prior to setting the tax rate by means of having a Special Town Meeting. The Board reviewed a draft warrant prepared by Town Clerk Patricia Bessette as well as some additional draft articles submitted by Department of Public Works Superintendent William Fitzgerald. Chairman Hegarty asked Shanna

Faro to place discussion of a Special Town Meeting on the November 5, 2015 agenda for the Board to officially vote on next Thursday.

The meeting adjourned at 8:50 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Shanna M. Faro".

Shanna M. Faro
Executive Assistant to the Town Administrator