

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

Francis T. Crimmins, Jr.
TOWN ADMINISTRATOR

Town of Avon Massachusetts



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TOWN CLERK

BOARD OF SELECTMEN MEETING THURSDAY, MAY 12, 2016 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 M. Faro, Executive Assistant to the Town Administrator
Shannon MacKenzie, Town Accountant
Gene Mazzella, Council on Aging Director

Designer Selection Committee:

Tracy Self
Jason Suzor
Elaine Dombrosky
Timothy Flanigan
Charles Comeau

Chairman Hegarty called the meeting to order at 7:00 p.m. with all members present.

Chairman Hegarty remarked that the purpose of this meeting was to provide some preliminary instructions for the Designer Selection Committee so that process of designing a new public safety building can commence. Each member of the Board of Selectmen and Designer Selection Committee received a binder containing a copy of the most recent guidelines for "Designing and Constructing Public Facilities" by the Commonwealth of Massachusetts Office of the Inspector dated August 2014. Mr. Hegarty informed the Designer Selection Committee that according to the guidelines, the first step in this process is to select an Owner's Project Manager ("OPM"). An OPM will serve as the Town's agent during the planning, design and implementation of the contract. The OPM must be independent of the project designer, general contractor or any subcontractor. Mr. Hegarty stated that once the Committee hires an OPM, that person along with the Board will draft up the Request for Proposals and help the Committee select an architectural firm to move forward with this project.

Chairman Hegarty stressed the importance of picking the right Owner's Project Manager for the job with the proper qualifications. Mr. Hegarty stated that the Designer Selection Committee should hire a consultant to help them review the qualifications of the OPM candidates and advise them on who they should hire as the OPM.

Chairman Hegarty summarized that the plan for the Designer Selection Committee should be to consider a consultant to help them find an OPM, hire an OPM to help them work on the Request for Proposals and

ultimately select the architect for the new Police Station. After this process is concluded, the project will move on to the Building Committee.

Chairman Hegarty asked Tracy Self if should could provide the preliminary figures and numbers for the scope of this project which contributed to the total cost of the article that was voted on and approved at the Annual Town Meeting of May 5, 2015. Mr. Rose agreed by asking for copies of the supporting documentation for the original estimates. Ms. Self stated that she will retrieve that information from the Public Safety Building Committee files. Mr. Rose commented that since the Designer Selection Committee's meetings will be subject to the open meeting law, he recommended that the Committee obtain a Recording Secretary to take the meeting minutes. With the Designer Selection Committee satisfied with their instructions from the Board, they departed.

Adjournment

At 7:30 p.m., Chairman Hegarty requested the Board make a motion to adjourn the Workshop Session. Mr. Rose made a motion to adjourn the Workshop Session. Mr. Brady seconded the motion. The motion carried.

A roll call vote was taken.

Mr. Rose voted aye.
Mr. Brady voted aye.
Mr. Hegarty voted aye.

Respectfully submitted,

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

Shanna M. Faro
Executive Assistant to the Town Administrator