

**TOWN OF LAKEVILLE  
FIRE STATION BUILDING COMMITTEE  
July 19, 2023 – 6:30 pm  
Lakeville Public Library  
4 Precinct Street, Lakeville, MA**

On July 19, 2023, the Fire Station Building Committee held a meeting at 6:30 PM at the Lakeville Public Library. The meeting was called to order by Chairman Lorraine Carboni at 6:42 PM. Members present were Ari Sky; Nathan Darling; Larry Kostant; Michael McCullough; Peter Conroy; Matthew Simon; and Chairman Lorraine Carboni. Members not present were Fire Chief Michael O'Brien and Kate Shing. Also present were Taylor MacDonald and Alex Murphy from Pomroy Associates, Deputy Fire Chief Pam Garant, and Christina Cotsoridis, Assistant to the Town Administrator. LakeCAM was recording the meeting for broadcast.

**Review and Possible Vote to Accept the Minutes of May 31, 2023**

Upon a motion made by Mr. Sky and seconded by Mr. Conroy, it was:

**VOTED:** to approve the New Fire Station Building Committee May 31, 2023 minutes.  
Unanimous approval

**Meet with Pomroy Associates to Discuss Designer RFQ and Project Schedule**

Chairman Carboni turned the meeting over to Pomroy Associates Taylor MacDonald and Alex Murphy, so they could talk about the next steps in the process. Mr. MacDonald provided a handout to committee members which included a draft RFQ for an Architect. He asked the committee to review the draft and provide feedback. It was decided that committee members will review and submit their comments to Mr. Sky by July 28, 2023. Pomroy Associates will then adjust and finalize the RFQ.

Mr. MacDonald advised that the next steps would include getting a Designer on board. He explained that Pomroy Associates will assist the Town with putting out the RFQ for an Architect and reviewing the submissions. He stated that Pomroy Associates uses a ranking system. They will not tell the committee who to pick or how to pick, but they are there to assist and will provide their thoughts on the companies that respond to the RFQ.

Mr. MacDonald said that after receiving the responses, the committee would set up interviews with the Architect. He said that they usually rank the top three (3), bring them in for interviews, and then move on to negotiations.

Mr. MacDonald stated that the dates for the project schedule are listed on page eight (8) of the handout. He advised the committee that this proposed timeline follows the Massachusetts Procurement Guidelines. He recommended sending a central register notification next Thursday July 27, 2023, after getting comments back from the committee. The actual publication would

come out in two (2) weeks on Wednesday August 2, 2023. The deadline for questions would be about two (2) weeks from when the publication goes out, and the deadline for submissions will be three (3) weeks from that central register publication.

Mr. MacDonald advised that after receiving the Architect's packages on August 24<sup>th</sup>, Pomroy Associates would like to meet with the committee to "shortlist". Interviews with the top three (3) Architects would be scheduled. The committee agreed to the timeline and selected September 6, 2023, as the date to meet and discuss the shortlist. Interviews with Architects would be conducted around the week of Sept 18, 2023.

Mr. MacDonald pointed out that the RFQ includes a typical architectural contract that Pomroy Associates has used in the past. He stated that it may change a little, based on verbiage recommended by Mr. Sky. He said that the RFQ will outline the scope of services. It will indicate that the Town is going out for services for basically everything, but with the stipulation that it is only for phase I, meaning just a schematic design and then bringing it to Town Meeting.

The committee discussed the potential sites for the new fire station building. Chairman Carboni advised that the Select Board has just approved the Charge Amendment for this committee to facilitate the site location. The committee agreed that it would be beneficial to keep the project moving forward by doing some of the things that they can do before hiring a designer. This includes looking at natural heritage, permitting, arranging for a geotechnical survey of potential sites, and talking with personnel in the Parks Department to hear their recommendations, concerns, and location preference. Mr. Darling stated that he has a couple of contacts with companies that the Town has worked with in the past, and he can work with Mr. MacDonald on the Natural Heritage piece. Mr. MacDonald said he would reach out to schedule the geotech work. The group agreed to meet on August 23<sup>rd</sup> to look over proposals for additional study work for the site location.

### **Schedule Next Meeting**

The next meeting for the New Fire Department Building Committee was scheduled for August 23, 2023, at 6:30 PM.

### **Adjournment**

Chairman Carboni adjourned the meeting at 7:15 PM.

### **List of Documents Provided at the Meeting**

Draft RFQ for Architect  
Sample Contract for Architect  
New Fire Station Building Committee Charge Document  
Schedule for phase I of the project