

**TOWN OF LAKEVILLE
FIRE STATION BUILDING COMMITTEE
March 11, 2023 – 9AM
Lakeville Police Station Meeting Room
323 Bedford Street, Lakeville, MA**

On March 11, 2023, the Fire Station Building Committee held a meeting at 9:00 AM at the Lakeville Police Station Meeting Room. The meeting was called to order at 9:00 AM by Select Board member Lorraine Carboni. Members present: Ari Sky, Lorraine Carboni, Michael O'Brien, Larry Kostant, Nathan Darling, Peter Conroy, Matthew Simon, and Michael McCullough. Also present: Christina Cotsoridis, Assistant to the Town Administrator and Jorge Figueiredo, the Town's On-Call Owner's Project Manager (OPM). Not present: Kate Shing. LakeCAM was recording the meeting for broadcast.

Welcome and Overview

This is the first meeting of the Fire Station Building Committee. Ms. Carboni introduced herself, conducted a roll call and then had the members introduce themselves.

Mr. Sky spoke about the project background. He stated that the project started with a feasibility study of Town Hall and the Fire Station Complex, which was funded in 2021 at Spring Town Meeting. Out of that came proposals, at the Fall Town Meeting, for a preliminary design for the Fire Station and the Town Hall. The idea was that the Town would retrofit the vacated Fire Station space to meet the needs of Town Hall. The Town meeting approved funding for the fire station but not for Town Hall.

Mr. Sky advised that there is \$220,000 available for the preliminary design. The committee's immediate objective is to confirm or identify the preferred location and have enough design take place, including preliminary specs and layout, so that there can be a vote for a budget at Town Meeting. They should have a rendering there for people to see.

Mr. Sky noted that the Town has funds in the Capital Plan. There is a place holder for design work in FY24 and a place holder for construction money in FY25. Mr. Sky stated that the committee's initial objective is to move the project forward to the point that they can go to the town meeting and advise them of what we would like to do; basically what it would look like, subject to some changes. Mr. Sky informed the committee that the conception would be to hire an OPM (owner's project manager) and construction manager to help move the project along and then hire an architect to do the design work.

Mr. Sky said the Select Board had provided a Charge for the committee and they can find this information in their packet. Ms. Carboni stated that this document is what will keep the project on track.

Ms. Carboni advised the committee members about the Open Meeting Law (OML). She said an agenda would be prepared ahead of time and meetings would be documented. The public is

welcome to view the agenda and attend their meetings. She emphasized the importance of abiding by this law and asked committee members to review OML training materials in the binder that was provided to them.

Ms. Carboni said that this would be a committee of nine (9) members and five (5) members would make a quorum. She stated that anything discussed with this committee should be done in open session; discussions and decision making should be done at meetings. Ms. Carboni advised that Christina Cotsoridis would be the committee's point of contact and will disseminate information to members. Ms. Carboni talked about the importance of attending meetings. She said that members are making a commitment and they need a quorum to conduct business.

Organization

Ms. Carboni asked the members to elect a Chair and a Vice Chair. A motion was made by Mr. Conroy and seconded by Mr. Kostant to nominate Mr. Darling as Chair. There was a discussion and Mr. Darling said he did not think he would be able to dedicate the amount of time necessary to perform as the Chair. Mr. Conroy made a motion to withdraw the nomination and Mr. Kostant seconded the motion to withdraw the nomination.

A second motion was made by Mr. Conroy and seconded by Mr. McCullough to nominate Chief O'Brien as Chair. A discussion took place regarding Chief O'Brien's other responsibilities and his need to advocate for his department. Mr. Conroy withdrew the nomination and Mr. Darling seconded the motion to withdraw the nomination.

A motion was made by Chief O'Brien and seconded by Mr. Conroy to nominate Ms. Carboni as Chair. A discussion took place. Ms. Carboni stated that she has the availability and would be happy to chair the committee.

VOTED: To appoint Ms. Carboni as Chair of the Fire Station Building Committee.
Roll Call Vote: Chief O'Brien -aye, Mr. Conroy -aye, Mr. Darling -aye, Mr. Sky -aye, Mr. Simon -aye, Mr. Kostant -aye, Mr. McCullough -aye, Ms. Carboni -aye.

A motion was made by Mr. Sky and seconded by Mr. Conroy to nominate Mr. Darling as Vice Chair.

VOTED: To appoint Mr. Darling as Vice Chair of the Fire Station Building Committee.
Roll Call Vote: Chief O'Brien -aye, Mr. Conroy -aye, Mr. Darling -aye, Mr. Sky -aye, Mr. Simon -aye, Mr. Kostant -aye, Mr. McCullough -aye, Ms. Carboni -aye.

Discuss Process to Proceed

Ms. Carboni advised the other committee members that she and Mr. Sky felt it would be advantageous to invite Jorge Figueiredo, the Town's current on-call Owner's Project Manager (OPM) as he has experience working with building committees. Mr. Figueiredo introduced himself and explained that an OPM represents the committee when dealing with architects, contractors, vendors, etc. The OPM would make sure the project is being controlled properly when it comes to scheduling, costs, overview of construction. The OPM would work with the Chair and Vice Chair

to talk about what is coming up at the next meeting, set agendas, create meeting minutes that address issues that are on-going with the project.

Mr. Darling added the OPM will provide the clerk of the works, who will be the liaison with the designer and the General Contractor, to ensure that we get exactly what we are supposed to get. Mr. Darling added that, during the construction phase, the OPM will sometimes have weekly meetings with a sub-group of folks on the building committee and the designer and general contractor to make sure that small modifications along the way can happen without waiting for a meeting. He said the OPM is a huge position, and we have to get the right person to guide us. The OPM is a key piece in hiring a designer, going out to bid, and hiring a general contractor.

Mr. Sky explained the procurement process. He advised that we have Mr. Figueiredo's firm on contract and could utilize them for the time being to get a jump start on the project. He stated that under design law, we can use our on-call OPM for a project up to \$300,000. However, once we go to Town Meeting and the project is approved, we will have to go out for an OPM.

Mr. Sky said if the committee is determined to move the project forward so that it gets to Town Meeting quickly, he'd recommend using the on-call OPM. However, if we want to make sure that we have the same OPM through the whole process, and we are willing to sacrifice a little time on the front and save some time on the back, he recommends going ahead and procuring an OPM now. Chief O'Brien stated he felt it was important to hire someone with fire station construction experience. Mr. Sky stated that Mr. Figueiredo has a lot of experience with Town buildings and added that in full disclosure, Mr. Figueiredo was previously with the Mount Vernon Group and when Mr. Sky worked in New Bedford, they used that firm for a number of town projects.

Mr. Kostant asked Mr. Figueiredo if he had fire station construction experience. Mr. Figueiredo said that he worked on fire station construction projects in New Bedford, Dartmouth and Springfield but has not done a brand new fire station construction. He added that the OPM is not designing the building but rather oversees the project. He said he understands it's a complicated building and the OPM would bring a designer on who is familiar with fire stations.

Mr. Darling recommended that the put out a Request for Qualifications (RFQ) for a designer. He said once the interested parties submitted their qualifications, the committee could review and pick three (3) or four (4) to interview. Mr. McCullough asked Chair Carboni if it would be possible to go through an RFQ process for an OPM and if it was something they could do within the next month. Mr. Sky stated that he has the authority to put out an RFQ for the OPM. After discussion it was agreed that Mr. Sky would put out the RFQ and bring the results back to the committee at the next meeting.

The committee discussed having a field trip to the Fire Station so that Chief O'Brien can show them around and explain the various types of rooms and equipment that are needed. They also talked about taking field trips to see other new fire stations, once an OPM was hired.

Schedule Future Meetings

The next meeting will take place on May 10, 2023 at 6:30 PM in the Police Station Meeting Room. The committee will reserve the second and fourth Wednesdays at 6:30 PM for meetings.

Next Agenda Items

Review results of RFQ

Possible vote to interview an OPM

Chief O'Brien to give a presentation of the Fire Station

Adjournment

A motion was made by Mr. Sky and seconded by Mr. McCullough to adjourn the meeting.

VOTED: To adjourn the meeting at 11:00 AM.

Roll Call Vote: Chief O'Brien -aye, Mr. Conroy -aye, Mr. Darling -aye, Mr. Sky -aye,
Mr. Simon -aye, Mr. Kostant -aye, Mr. McCullough -aye, Ms. Carboni -aye.

List of Documents Provided at the Meeting

A binder was provided to each member that included the committee roster, the agenda, the committee's charge, the Town Hall/Fire Station Feasibility Study, the handbook for appointed and elected officials and an Open Meeting Law presentation.