

**TOWN OF LAKEVILLE
FIRE STATION BUILDING COMMITTEE
May 10, 2023 – 6:30 pm
Lakeville Police Station Meeting Room
323 Bedford Street, Lakeville, MA**

On May 10, 2023, the Fire Station Building Committee held a meeting at 6:30 PM at the Lakeville Police Station Meeting Room. The meeting was called to order at by Chairman Lorraine Carboni. Members present were Ari Sky; Nathan Darling, Michael O'Brien; Larry Kostant; Michael McCullough; Peter Conroy; Matthew Simon; Kate Shing; and Chairman Lorraine Carboni. Also present was Christina Cotsoridis, Assistant to the Town Administrator. LakeCAM was recording the meeting for broadcast.

Review and discussion of bids received for an Owner Project Manager

Town Administrator had sent out an RFQ and received five (5) responses to the request. Chairman Carboni talked about the option of establishing a bid review subcommittee that would report back to the committee. After the committee discussed this option, they decided that they would forgo a subcommittee and the whole committee would review the bid submissions.

During the discussion Mr. Sky noted that selecting an Owner Project Manager and an architect would be the two major decisions that the committee will need to make before a presentation at Town Meeting. He said that the purpose of this process right now is to develop a solid schematic design, site location, and project budget that they can present at Town Meeting for a budget.

The committee decided that members will review the submissions and map the information presented in the submissions back to a check list that Mr. Sky put together. The check list outlines the criteria that went into the RFQ. Committee members will rank the submissions from 1 to 5 (5 being the highest ranking). Mr. Sky advised that the matrix would mirror the RFP and have all of the same scoring elements. Committee members will submit their matrix to Mr. Sky, who will tabulate the rankings and have the information available for review at the next meeting. Members will email or drop off their rankings of RFQ submissions to Mr. Sky by May 26, 2023. The committee will discuss and may interview the top two (2) or three (3) ranked submissions.

Schedule a tour of the existing Fire Station

Chief O'Brien provided an overview of the existing Fire Station to help committee members understand the types of space needed in the new Fire Station. A tour of the existing Fire Station was scheduled for the committee on May 25, 2023 at 6:30 PM.

Approve minutes from March 11, 2023

A motion was made by Mr. Simon and seconded by Mr. Darling to approve the minutes from the March 11, 2023 meeting.

VOTED: To approve the minutes from the March 11, 2023 meeting.

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

VOTE: 9-0-0 (Unanimous)

Schedule next meeting

The next meeting for the Fire Department Building Committee was scheduled for May 31, 2023.

Next agenda items

Chairman Carboni asked if members had any items that they wanted on the next agenda. Nobody suggested anything at this time. Chairman Carboni advised that they could email any recommendations to her, Mr. Sky, or Ms. Cotsoridis.

Adjournment

A motion was made by Mr. Kostant and seconded by Mr. Darling to adjourn the meeting.

VOTED: To adjourn the meeting at 7:01 PM.

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

VOTE: 9-0-0 (Unanimous)

List of documents provided at the meeting

Checklist to rank RFQ submissions.
Overview of existing Fire Station - Power Point Presentation.