

## **Pepperell Building Committee**

### **Meeting Minutes**

**Tuesday, January 4, 2022**

#### **1.0 Call to order**

The meeting was called to Order by T. Dixon Mullane at 5:06 pm via 'Go to Meeting.'

#### **2.0 Attendees**

##### **2.1 Present**

Catherine Lundeen, Andrew MacLean, Brian Borneman, Taya Dixon Mullane, David Querze, Joe LoBuono, David Scott, David Stairs, Jordan Mayblum

##### **2.2 Absent**

none

#### **3.0 Acceptance of Minutes**

none

#### **4.0 Action Items**

##### **A. Project Details**

###### **a. Review Process to Date**

A. MacLean - Working group meetings are working on floor plans and making adjustments; have a site selected and overall building design settled upon.

###### **b. Site/Location Selection**

A. MacLean - Jersey street site selected; within water resource overlay district which includes three layers – well protection – 400' section around well; well head protection covers most of site. This information was not included in GIS layer available to the public, so overlooked previously. May need less parking area or narrower driveway to meet drainage requirements. Possible look at purchasing adjacent site – owner knows of town interest.

###### **c. Programming: Needs/Size Decisions**

D. Querze – question on swapping areas between EOM and PPD. D. Scott – may need a bathroom in the EOM space. David Q. – not concerned about access to restroom. Andrew – sharing comments with Vertex. Considering downsizing fitness room. Vertex notes these

spaces are usually smaller - will review how much equipment is needed and what kind of space is required. B. Borneman – outbuilding for program for service vehicles; do not need all apparatus inside a building. Would like access to personnel vehicle more due to weather. A. MacLean - possibly use existing building as outbuilding. C. Lundeen joined the meeting. Would like to see old buildings come down unless there is a cost implication.

T Dixon Mullane – would like to have the Park Street renewal included in estimating

B. Borneman – PFD needs a presence on both sides of river. Park St would be a substation. Without the existing program there, it could be fine and could potentially add another bay. T. Dixon – agree. J. LoBuono – most people want to know what happens with the Shattuck School and it should be addressed to inform the public. C. Lundeen – need to prove it is useful long term, and it is not the charge of the building committee. T. Dixon Mullane – Recommend referring reuse to the correct Town committee. C. Lundeen – refer to another committee. A. MacLean will get answer to who’s responsibility it is when it is vacated. J. LoBuono – traffic will be a question for the Jersey Street site. B. Borneman – Believes Jersey Street can operate without traffic controls as it does now. Sight lines are good – roadway is straight for fire apparatus.

C. Lundeen – For the presentation to the public, keep it focused, clear and concise. Citizens she spoke with just want the cost and basic information and the affect on taxes. Doesn’t want to get faced with old buildings to deal with in the future. Jordan – can put broader questions on the website with information; focus on what the funding request is. D. Querze – the new design will give us what we need into the future. C. Lundeen – need to focus on cost savings.

d. Funding

A. MacLean - cost estimate expected in March

## **5.0 Public Meetings**

A. Messaging (Joe)

A. MacLean – Need to start getting messaging down and clear, and determine who to bring it to. J. Mayblum – focus on item piece by piece – individual slides as different elements on one presentation. C. Lundeen – looked at Ashby’s facebook page for their public safety complex; a lot of citizens are on facebook; is this a good site to share information? J. Mayblum – yes, can do that and link it to the website. J.LoBuono - easy to share this information. A. MacLean – how do we develop the presentation? Who is crafting the messaging? J. LoBuono – met at the police station for the last presentation prep. J. Mayblum – can assist to put together the slides. B. Bormeman – what information needs to be on the website? Who should we meet with - schools, seniors, fin com, cap prg comm, EDAC, select board. A. MacLean – suggested one large meeting of the town committees, then have separate meetings with the community. T.

Dixon Mullane – We will need cost estimate to share costs. A. MacLean – First we will need to update town. A. MacLean – Techton and Vertex can be at meetings. C. Lundeen – Peter Fitz collaborative should be involved. A. MacLean – focus on what has been done over the last 6 months. T. Dixon Mullane – site evaluation spreadsheet was good graphic to explain site selection. Possibly bill the meeting as a “progress report”. A. MacLean – agree with “progress report”; then share we will be back with estimates and more information. C. Lundeen – Jordan should prepare the slides. T. Dixon Mullane – shared a list for a potential slide deck with Andrew & Cathleen. A. MacLean – Start with Taya’s list; Taya to share with committee members. B. Borneman – should have a smaller working group for the prep of information. J. LoBuono – Could meet as a subgroup 3<sup>rd</sup> week in Jan. A. MacLean – will schedule a date for the Town, and then meet one week before as committee.

J. LoBuono – next meeting to review the slides for public outreach. A. MacLean – will get back to the group by Thursday with a town committee meeting date.

### **6.0 Next Meeting/Adjournment**

Next Meeting: TBD via ‘Go to Meeting’.

J LoBuono motioned to adjourn. Seconded B. Borneman, and unanimously approved by the committee. Meeting adjourned at 6:16 pm.