

Pepperell Building Committee
Meeting Minutes

Thursday, January 7, 2021

I. Call to order

The meeting was called to Order by Cathy Lundeen at 6:30 pm via ‘Go to Meeting.’

II. Attendees

Members: Brian Borneman, Taya Dixon, Catherine Lundeen, Andrew Maclean, David Scott, David Stairs, David Querze, Joe LoBuono

Others: Martin Cadek, Mark Mathews, Margaret Scarsdale, Phillip Durno, unknown caller

III. Absent

Seth Bourgeois, Craig Hansen

IV. Action Items

a) Website Discussion

M. Cadek described what and how information can be included in the Town’s website for the Building Committee. Information can be added in document, photographs, attachments, links to other webpages and social media accounts, and can have a section for questions and answers. The only limitations is on the existing formats afforded by the website itself. The town can also issue newsflashes for important information. The webpage can also be updated as needed.

B. Borneman suggested having an overall page for the public safety needs with subpages to each department [police, communications, fire]. He is gathering information to assist in a visual comparison of Pepperell facilities with nearby Town facilities.

C. Lundeen suggested that the letter written by D. Scott on conditions within the Police Station be added to the website.

D. Querze would like to include a gap analysis, perhaps in a chart form, including comparisons of what communities have and what Pepperell is missing.

C. Lundeen would like to provide the public with an opportunity for feedback to the committee. M. Cadek can design the webpage to send some or all members public comments as they are submitted, and upload responses by the committee.

D. Querze recommended that there be committee members dedicated to responding to the community comments. Public comments may have consistent themes that the committee

can respond on the website. B. Borneman and T. Dixon Mullane agreed that the committee review comments to provide consistent responses to community questions.

D. Stairs recommended making a building committee email account. M. Cadek can add the email address to the webpage so all members can get public comments.

b) **Review of Draft Report.**

T. Dixon Mullane noted changes to the draft report largely in the regulatory language per comments from town departments and included information on previous renewal projects and plans at the Police Station and Park Street Fire Station.

D. Querze noted that Phase 2 of the Shattuck School renovation included renovation of the 2nd floor, and Phase 3 included a garage addition. These phases were never completed. D. Scott will inquire into record to determine if additional information exists on the planned renovation.

T. Dixon Mullane noted that she does not believe the costs included in the draft report for prior renovation plans for the Police Department and Park Street Fire Station are correct. Recommends removal of references to costs unless they can be verified.

J. LoBuono recommended that the introduction include a statement of the recommendation by the Building Committee of funding for a conceptual design.

T. Dixon Mullane to revise report to include concept design recommendation.

C. Lundeen inquired if the sale of Town property could be used to fund the conceptual design.

A. MacLean noted the Town does not have property for sale, however, properties can be disposed of after the project is complete

J. LoBouno recommended that there is potential to have a concept design architect research grants for funding for public safety facilities.

C. Lundeen referenced a community members comment to her that they would like to know what funding is being required by taxpayers, and if selling buildings can offset the costs. C. Lundeen also noted a community comment that renovating the Park Street Fire Station is not preferable and if two fire stations are required.

B. Borneman was opposed to only one fire station location as apparatus and personnel should be located on both sides of town.

J. LoBuono suggested language in report reflect cleaning up the Park Street Fire Station rather than full renovation.

A. MacLean noted that Section 4.1 of the report reflects what has already been completed and studied, and that renovation of Park Street was not a viable option. A. MacLean noted that some additional information will be provided for the report on other Town properties.

A. MacLean noted that the conceptual design would need to go out for public bidding, but that roughly \$300,000 is likely for the concept design as described in the report and would include an Owners Project Manager and architect/engineering firm. This amount of funding is available in Free Cash.

T. Dixon Mullane asked if the Finance Committee needs to be involved. A. MacLean noted a recommendation would be good, and still needs to go to Town Meeting to approve the use of Free Cash. The Committee agreed it would be useful to bid this first to have an actual cost for Town Meeting. D. Querze noted his knowledge of firms interested in bidding. J. LoBuono said the firms should undertake an audit and analysis of the departments needs and make recommendations on what the departments need.

T. Dixon Mullane asked if the Town was interested in pursuing LEED Certification. A. MacLean noted the Climate Change Committee was recently created and the Master Plan includes sustainability.

T. Dixon Mullane requested all comments on final draft of the report by 1/15/21.

c) **Community Outreach Plan**

The Committee discussed target audiences. C. Lundeen recommended requests to other Committee's to present as part of their upcoming agendas (for example, Seniors, Parents, etc) rather than a single meetings community members must attend. Individual members of the Committee could present at meetings instead of a single person.

J. LoBuono recommended both approaches. T. Dixon Mullane recommended a single slide deck for consistent messaging. J. LoBuono recommending gathering questions and comments and posting answers on the website. C. Lundeen will work on slides.

C. Lundeen will inquire into meetings in February, March and April and connect with chairpersons.

M. Scarsdale invited the Committee to Civic Engagement Night for an opportunity to present to the community. Requests the Committee send key talking points to her, and she can help with the presentation. This will allow the

community to ask questions. She can turn around a presentation within a week of receiving key points. Pepperell community media records the meeting, and it can be shared on the town website.

C. Lundeen requested the community meeting in April, and A. MacLean agreed this is appropriate as the meeting will also include other items for Town Meeting.

The Committee agreed that the Building Committee should meet every two weeks for the foreseeable future.

V. Acceptance of the Minutes

a) Acceptance of the Minutes.

A. MacLean had to spelling corrections from the 12/11/20 meeting including spelling out C. Lundeen in the first item; and the correcting the spelling of the last name "Ahdab" in the attendees section.

Motion to approve the minutes of the 12/11/20 meeting by B. Borneman. Second by J. LoBuono, and approved by unanimous vote with corrections noted.

VI. Next Meeting/Adjournment

- a) Next Meeting: January 21, 2021 via 'Go to Meeting 6:30 pm.
- b) B. Borneman motioned to adjourn. Seconded by J. LoBouno and unanimously approved by the committee. Meeting adjourned at 7:39 pm.