

Pepperell Building Committee

Meeting Minutes

Monday, February 13, 2023

1.0 Call to order

The meeting was called to Order by C. Lundeen at 1:04 pm via Go to Meeting.

2.0 Attendees

2.1 Present

Catherine Lundeen, Brian Borneman, Taya Dixon Mullane, David Stairs, Andrew MacLean, David Scott, David Querze

Dave Pease (Pepperell Comm Media)

Project Team: Bryan Fors (Vertex); Rebecca Hopkins (Tecton); Jordan

2.2 Absent

Joe LoBuono

3.0 Pre-qualification of Bidders Approval

Motion to approve prequalified bidders as presented by Prequalification team by A. MacLean. R. Hopkins – did not receive any bidders for elevators, so no prequalified sub bidders for elevators. B. Borneman seconded. Unanimously approved by Building Committee.

3.0 Invoice Approval

Review Invoice packages. Submitted by OPM for payment for Tecton and Vertex. Monthly vendor invoice for December 2022 totaling \$182,509.50: Tecton \$175,000 & Vertex \$7,509.50. Motion to approve by D. Querze, second B. Borneman. Unanimously approved by the Building Committee.

4.0 General Discussion

C. Lundeen – is firing range included. D. Querze – Is this going out to bid separately? B. Fors – yes, it is bid separately.

A. MacLean requested an update on the project estimate. R Hopkins – Received the estimate and reviewing with B. Fors to pull together total project budget. Costs are consistent with DD for hard costs; and have a quote for firing range as well. Will update spreadsheet with estimate and can share at the February 23rd public presentation.

A. MacLean – do you have a handle on the operational costs? B. Fors – still have some work to do on that. Will be working on the soft costs during the bidding period. R. Hopkins – from an O+ M standpoint – have an idea of the utility costs. For maintenance, will need to look at potential maintenance costs on an annual basis. T. Dixon Mullane – can you do a cost/SF comparison between what we have today vs. what we expect to spend.

C. Lundeen – Recommended showing what the costs are and who is involved in the building committee process. Town meeting is a vote to move the project to a town wide ballot vote.

R. Hopkins - design and estimating contingency removed; owners and construction contingency – 5% construction and 2% on owners contingency. B. Fors – carrying \$1.5M in construction contingency; \$700k for owners contingency - FFE& technology. Risk of leveraging construction contingency reduces as the project construction continues.

C. Lundeen – should relay to public that regulations and codes drive the costs - currently police and fire not up to code now.

B. Fors – Are there other issues from Fin Com? Is the Fin Com making a recommendation for Town Meeting? A. MacLean – Fin Com meeting week of April 12 and recommendations will be published in the packet for Town Meeting. B. Fors – when do they need the final project cost? A. MacLean – Won't likely need to exact number. C. Lundeen – John Ladik suggested that the building is too big for the departments. Why not just build a police station and renovate the fire stations. The Building Committee already determined that it was not feasible.

D. Querze – if we don't go forward, what are the capital costs we expect to see in the existing buildings. A. MacLean – will include the Capital Plan info with operational information. T. Dixon Mullane – can share the Deferred Maintenance backlog at 65 cents on the dollar and doesn't include the improvements required for functioning public safety facilities.

C. Lundeen – need people to understand that tax increases are often due to increase in home values along with other needs for the community. D. Stairs – agree. There are other costs that come into effect – stormwater, water, etc.

B. Fors – presentation for next week - focus on specific areas to discuss. R. Hopkins – a lot goes into the building costs. Will look at costs for renovation/addition vs. new construction – a lot closer than what most people think for public safety. T. Dixon Mullane – remind the community about the inherent building deficiencies that cannot support the program including size of public safety vehicles and equipment. B. Borneman- still lack space for parking and equipment & cannot retain staff due to working conditions. Cost/SF for communications is high due to the infrastructure required to support it.

C. Lundeen – someone noted concern with parking in the front of the building. A. MacLean – public parking in the front.

R. Hopkins – updated the Committee on the bidding schedule – Pre-qual bidders list complete; putting together contract language and documents. Plans and specs available to bidder 2/27 on bidding platform. 5 weeks of bidding including pre-bid walkthrough on 3/7/23 in the afternoon; RFIs can be submitted; sub-bids due 3/20/23; GC total costs due 4/3/23. Will be issuing multiple addenda to address RFIs or drawing/spec adjustments; Will review and level bids. Want to avoid extending bid dates by provided quick responses to RFIs.

5.0 Approval of the Minutes

Motion to approve minutes of 1/10/23 A. MacLean; seconded by B. Borneman. Approved unanimously by the Building Committee.

6.0 Adjournment

Motion to adjourn by B. Borneman at 1:55 pm; seconded by D. Stairs. Unanimously approved by Building Committee.