

Pepperell Building Committee

Meeting Minutes

Thursday, April 22, 2021

1.0 Call to order

The meeting was called to Order by C. Lundeen at 6:40 pm via 'Go to Meeting.'

2.0 Attendees

2.1 Present

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

Others: Jordan Mayblum, Kathy Pries, Margaret Scarsdale

2.2 Absent

David Querze, Joe LoBuono

3.0 Acceptance of Minutes

Motion to approve by 2/4/21 minutes. B. Borneman, Second D.Stair. T Dixon-Mullane abstain. Approved by unanimous vote. Motion to approve 4/8/21 minutes by A. MacLean, second B. Borneman. Approved by unanimous vote.

4.0 Discussion/Action Items

4.1 Review of Draft Report

4.1.1 Additions?

No changes to report.

OPM Update: A. MacLean – 26 requests for RFP. Week of May 6 is bid due date. Likely get 12 responses. Will need assistance reviewing the bids. Need to meet criteria of evaluation. Would include an interview process – may narrow down to 3-4 finalists. Will typically bring in the project point person. May 20th – short list for interviews. Then negotiate the contracts. Review qualifications, committee scores the respondents. Looking for most qualified bidder the town can afford. References are required for comparable projects. 3 people from the committee is needed for evaluation. Committee may also be part of the interview process. B. Borneman and T. Dixon Mullane offered to participate. C. Lundeen recommended Joe LoBuono. A. Maclean recommended D. Querze may be interested in participating.

4.2 PPT Presentation

J. LoBuono unable to attend. Meeting will be scheduled for next week to run through presentation.

4.3 Media: Guest HR Team

J. Mayblum – Website ready to launch; requested any final edits. Will link to town FB and twitter accounts (ie. Police and Fire). Info will automatically be shared on those sites including announcements of presentations and updates. J. Mayblum will meet with J. LoBuono to connect him with local media sites.

Website announcement includes answers to general questions about the Building Committee. A. MacLean will share the slides from the last meeting on public construction projects. C. Lundeen would like to include information in the PBA newsletter. J. Mayblum will work on drafting information for it. J. Mayblum noted that periodically, the BC should issue a blog post ahead of town meeting to let people know about the facilities and where to get more information and steps in the process. C. Lundeen requested a flyer for town meeting with information.

C. Lundeen – can flyers be distributed by local businesses? A. MacLean – if businesses want to, they can do that. C. Lundeen will ask some local businesses.

J. Mayblum shared the website address: www.pepperellproject.com T. Dixon Mullane requested to include vacancies on the building committee page to highlight need for additional members.

J. Mayblum suggested that since J. LoBuono is giving the presentations, J. LoBuono should be the voice of the committee. He should interface with the public, press, etc.

J. Mayblum - Schedule for launch of information: Can launch website next week. Outreach to media will follow. Asked A. MacLean to record the video of the presentation he made at the last meeting on the public process.

A. MacLean recommended the Committee schedule a time for J. LoBuono to run through the presentation, possibly next Thursday. A meeting can be posted and held but with no decisions/votes which will not present an open meeting issue.

C. Lundeen will get dates from other groups for presentations.

M. Scarsdale indicated a reporter from Lowell Sun wanted to do an article on what is happening in Pepperell. Nashoba paper may also be able to pick it up. Recommendation to have J. LoBuono do the interview.

5.0 Next Meeting/Adjournment

Next Meeting: May 6, 2021 via 'Go to Meeting 6:30 pm.

B. Borneman motioned to adjourn. Seconded D. Stairs, and unanimously approved by the committee. Meeting adjourned at 7:06 pm.