

Pepperell Building Committee

Meeting Minutes

Thursday, May 6, 2021

1.0 Call to order

The meeting was called to Order by C. Lundeen at 6:29 pm via 'Go to Meeting.'

2.0 Attendees

2.1 Present

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

Others: Margaret Scarsdale, Jean Bergeron, Harvey & Judy Serreze, Anthony Beattie, April Healey, Susan Brussard, Caroline Ahdab, one unknown name

2.2 Absent

None

3.0 Acceptance of Minutes

Motion to approve minutes of 2/4/21 meeting by B. Borneman. Second by J. LoBuono. Approved by unanimous vote. Motion to approve minutes of 4/22/21 minutes by B. Borneman. Second J. LoBuono. Approved by unanimous vote.

4.0 Welcome Seniors

4.1 Subcommittee Presents PPT Presentation

J. LoBuono presented slides. Introduction of Committee members, identify public safety building concerns, problem statement, committee goal, objectives, possible paths, police/communications operational deficiencies, police/communications functional deficiencies, fire department operational deficiencies, fire department functional deficiencies, next steps to go to Town Meeting to seek approval for use of free cash to hire Owners Project Manager, bid period closed today and proposals will be reviewed and total costs determined. OPM will need to look at program needs, site selection (likely town-owned property of at least 5 acres).

4.2 Q&A

A. Healey – been to police and fire facilities – agree need for new safety complex. What would be the cost of the new facility? J. LoBuono – likely between \$10-15M, but unknown at

this point. A. Healey – if two fire station locations required, is it double the cost? J. LoBuono – one of the existing fire stations would be renovated to serve as a primarily apparatus station. Costs for renovation would be included in project cost. A. Healey – where are the funds coming from? A. MacLean – Would be funded by the taxpayers. S. Kennedy has put forward bill for funding, but no guarantee the bill will proceed. A. Healey – is Communications moving back to Pepperell with this? A. MacLean – Dispatch support would come from other towns as well as Pepperell for operations.

A. Beattie – What are the call frequencies? Are you seeing needs for more staff, vehicles, etc or is it a replacement in kind? D. Scott – PPD call numbers up. Staffing down from 18 to 16 and want to get back up to 18. Have adequate SF but poor utilization due to layout. A. Beattie – if population of town increases, is the safety complex anticipating a larger population – will it serve the town in the future, will the Town need to add on in the future? J. LoBuono – OPM will work on this – will look at future growth and needs for the departments, look at room for expansion, including how many vehicles are needed.

A. Beattie – Is there an increase in calls for fire? B. Borneman – Apparatus requirements ok for foreseeable future. Call volume increased by 70 emergency calls, approaching 80, and ahead of last year. Expect to see a steady increase in future. All space is grossly inadequate, and this project will make sure any new complex will serve the community into the future. For fire department, we want to be sure that there are assets on both sides of the river – also critical for fire fighters to respond to station, then go out on a call. Aging population means number of calls go up. 75-80% of calls are emergency medical calls. A. Beattie – you had looked at expanding Park St, could you expand Jersey Street? B. Borneman – there is nothing ruled out on the fire department side. Better living quarters are needed, and the possible addition at Park Street did not work out for the investment required. Good garage space at Jersey Street, but it is missing all the other needs of the department. There is space potentially available at that location since the site is large. J. LoBuono – sometimes renovations do not work as well as new construction. Police Station had a three phase renovation but only one phase was completed. The OPM will assist with considering all options including renovation of existing facilities.

A. Beattie – if vacate police station, what happens to the Shattuck School? J. LoBuono – we did look at that, and would consider sale of the property. A. Beattie – thank you for the work the committee is doing.

A. Healey – Should the Committee first ask if the town wants a new public safety complex at Town Meeting, then if yes, ask for OPM funding? J. LoBuono – Committee has been discussing this, but we still need to bring in OPM regardless of renovation or new construction. Presently, we do not have enough information to determine which way to proceed. Need to improve facilities to ensure public safety services provided to the town.

J. Bergeron – what is an OPM? J. LoBuono – Owners Project Manager with expertise on renovation and new construction that works for the Town and is required for public projects.

J. LoBuono – information also available on the Building Committee’s webpage available from the Town of Pepperell website.

5.0 Action Items

5.1 Media Initiative

C. Lundeen – noted the webpage is live, and information will be shared on social media. B. Borneman noted he provided J. Mayblum with access to the fire department social media.

5.2 Town Meeting Preparation

C. Lundeen – initiated discussion on preparations for Town Meeting. Can we allow tours of the facilities? A. MacLean noted we are scheduled for citizen’s engagement night, but need a briefer overview of the presentation: 6 to 10 minutes and Q&A period. For Town Meeting – need similar short points.

A. MacLean – Regarding opening buildings – this decision is up to the chiefs, not a requirement by Town.

C. Lundeen suggested the next meeting include discussion on slide content for Town Meeting.

B. Borneman suggested a small group to meet to work on slides. J. LoBuono agreed this is a good idea.

J. LoBuono reported he will be meeting with Lowell Sun contact tomorrow.

6.0 General Discussion

6.1 Coordination with Other Committees

C. Lundeen – Should the Committee meet with FinCom? A. MacLean – next meeting is Thursday night. FinCom meeting on budget next week, and can give a summary of the public safety.

6.2 Evaluate Overall Progress

C. Lundeen noted feedback on presentations from PBA was good. D. Scott – participation by public limited so far, but cost is a critical question. B. Borneman reiterated the need to get to the next step in the process. D. Querze – Need to share what the standards for modern facilities are today? T. Dixon Mullane agreed we need to look at ways to present to Town Meeting. Notably, if we do not proceed with renovation or new construction, we still have to address the problems in the buildings. B. Borneman noted his concerns about workplace

safety. D. Querze suggested presentation include discussion of where we are, and where we need to be. J. LoBuono - one month to come up with revised slides. A. MacLean – answer the question why – gap analyses, cost. \$130/yr or \$260/year. C. Lundeen indicated the need to address concerns about the future needs of departments. T. Dixon Mullane, J. LoBuono and A. MacLean to meet to pull together the slides.

6.3 OPM Status

A. MacLean – OPM RFP – 10 bids received. Objective criteria and will set up scoring. B. Borneman, T. Dixon Mullane and D. Querze to be provided with the info; will then set up interviews.

7.0 Next Meeting/Adjournment

Next Meeting: May 20, 2021 via ‘Go to Meeting 6:30 pm.

B. Borneman motioned to adjourn. Seconded J. LoBuono, and unanimously approved by the committee. Meeting adjourned at 7:44 pm.