

Pepperell Building Committee

Meeting Minutes

Thursday, May 20, 2021

1.0 Call to order

The meeting was called to Order by C. Lundeen at 6:32 pm via 'Go to Meeting.'

2.0 Attendees

2.1 Present

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

Others: Margaret Scarsdale, Caroline Ahdab

2.2 Absent

Joe LoBuono David Querze,

3.0 Acceptance of Minutes

Motion to approve minutes of 5/6/21 meeting by B. Borneman. Second by A. MacLean. D. Stairs abstained. Approved by unanimous vote.

4.0 Action Items

4.1 Town Meeting PP Presentation

T. Dixon Mullane presented overview of draft Town Meeting slides. C. Lundeen – asked if there are any questions from M. Scarsdale and C. Ahdab. M. Scarsdale – noted it was a tight presentation. C. Lundeen noted concern by seniors about cost, and the Fin Com had suggested bundling debt exclusions. C. Ahdab noted the photos were good to understand conditions in buildings and overall cost was good to know. D. Stairs asked where the \$10-\$20M estimate originated. A. MacLean stated it was from similar sized public safety buildings for similar sized towns with comparable facilities. C. Lundeen asked the Committee if they felt the presentation is this ready for June 3. A. MacLean indicated it was good for the Civic Engagement meeting and covers major points. A. MacLean noted that Town Meeting has packed agenda and the presentation needs to keep the audience engaged. This item early on the agenda. C. Lundeen discussed responded to possible concerns by town meeting participants on Building Committee work so far. Suggesting sharing the Building Committee Report. A. MacLean noted that if specific questions asked, they can be referred to specific members of the committee. A. MacLean or C. Lundeen can answer process questions. C. A.

MacLean – J. Ladik question on Fin Com asked what an OPM is for and the Committee should have a complete answers for Town Meeting. B. Borneman asked if there should be a handout. A. MacLean noted that a list of OPM responsibilities could be developed. Chief Scott and Borneman will be at front of room during presentation at TM by J. LoBuono.

4.2 Community Outreach June 3rd

4.2.1 Cable Interview, newspaper interview

C. Lundeen asked if J. LoBuono did an interview with Lowell Sun. M. Scarsdale was not sure. C. Lundeen asked about sharing information on social media. B. Borneman – noted information was on Facebook. M. Scarsdale will post notice about civic engagement night.

C. Lundeen asked the Committee if it should meet prior to June 3 Civic Engagement Night. M. Scarsdale asked presenter should be on the Civic Engagement Night call by 6:45PM, and have a back-up speaker who will be T. Dixon Mullane. A. MacLean would like to have a meeting following OPM interviews. D. Stairs asked about the timeline for the OPM process. A. MacLean noted he would know after the interviews on Tuesday on preference to move ahead, and then need to negotiate cost for services. Possible next meeting at 4:00PM on 5/26 for an OPM update and presentation practice.

5.0 Updates

5.1 OPM

A. MacLean, B. Borneman, D. Querze, T Dixon Mullane reviewed proposals and ranked based on criteria. Four companies short-listed for interviews next Monday & Tuesday. Members are invited to attend interviews if they want at Conf Room A in Town Hall. Please notify A. MacLean if attending due to capacity limits. Interviews are Mon 1PM, Tues 2-6PM; finalists CHA, Vertex, P&M, D&W. Overall, one firm was poorly ranked, others were just behind the top four in scoring. OPMs will be asked to explain their approach to the project so we can understand how they will assist the Town. C. Lundeen noted cost is her concern and may attend the interviews.

6.0 Next Meeting/Adjournment

Next Meeting: 5/26/21 via ‘Go to Meeting 6:30 pm.

B. Borneman motioned to adjourn. Seconded A. MacLean, and unanimously approved by the committee. Meeting adjourned at 7:16 pm.