

Pepperell, Ashby, Townsend Regional 911 Emergency Communications District Planning Committee

5/29/19 Townsend Fire Department

Members present:

Pepperell Communications Director David Stairs
Pepperell Chief of Police David Scott

Ashby Chief of Police Fred Alden
Ashby Fire Chief Michael Bussell

Townsend Fire Chief Mark Boynton
Townsend Fire Captain Michael Grimley
Townsend Deputy Police Chief James Sartell

Members absent:

Pepperell Fire Chief Toby Tyler
Ashby Selectman Michael McCallum

Other parties present:

John Hume (Montachusett Regional Planning Commission)
Karen Chapman (Montachusett Regional Planning Commission)
Glenn Eaton (Montachusett Regional Planning Financial Director)

Director Stairs called the meeting to order at 0906

Motion was made to accept the minutes to 3/20/19 meeting made by Chief Boynton; seconded by Capt. Grimley; passed unanimously

John Hume updated the committee on costs for study; Estimated cost of study approaching \$40,000; this is considerably more than anticipated as the Shirley study cost approximately \$10,000. Director Eaton explained the financial situation to the committee and that funding at that level is not available due to the allocation of funds being oversubscribed by 14 other communities in the region. MRPC estimates that we are approximately \$27,000 short to move forward with the study. Chief Bussell asked if the costs provided by the study was firm as we could then seek alternate funds for the shortfall.

Stairs asked if MRPC could complete the study in-house. Hume explained that while they certainly could pull together information and study/analyze data, they do not have the

expertise to file a complete report. There was discussion about completing the study in phases and seeking funding through the respective towns at upcoming special town meetings.

Chief Scott suggested a review of the scope of work to reduce costs. Discussion centered on the importance of each component of the scope of work and the consensus was that the RFP should be put out as is to determine the actual cost of the consultant for the study. The suggestion was made to have MRPC put the RFP out with bullet one as the Base Bid and the other as Add Alternates to allow for some flexibility.

Motion made by Chief Boynton to put the RFP out with bullet one as the Base Bid and the others as Add Alternates. Seconded by Chief Scott. Motion passed unanimously.

Stairs advised that the next meeting will be scheduled when MRPC has information to share regarding the bids that have come in for the RFP.

Motion to adjourn made by Chief Scott seconded by Chief Boynton. Motion passed unanimously.

Adjourned at 0944 hours.