

**TOWN OF NORTHFIELD**  
**EMERGENCY SERVICES FACILITY BUILDING COMMITTEE**  
**THURSDAY, APRIL 13, 2023, AT 4:00PM**  
**VIRTUAL HYBRID (ON-LINE) MEETING**

**MINUTES**

**1. Call To Order**

- a. S. Dunnell called the meeting to order at 4:05PM
- b. **Committee attendance:** Chief Skip Dunnell, Stephen Seredynski, Chief Mark Fortier, Bernie Porada, Andrea Llamas, Heath Cummings.
- c. **Consultants:** John MacMillan, CBA; Matthew Sturz, Colliers; Anthony DiLuzio, Colliers.
- d. **Public Attendance:** Pam Eldridge, Bee Jacque.

**2. Previous Meeting Minutes**

- a. Meeting minutes of March 30, 2023;
  - i. Motion made by B. Porada to approve, Second by H. Cummings
  - ii. Motion PASSES, Unanimous by roll call vote.

**3. Budget, Contracts, Invoices**

- a. CBA invoice #6705, Dated 4/12/2023, in the amount of \$53,271.20, was presented for Committee review.
  - i. Motion made by B. Porada to approve, Second by H. Cummings.
  - ii. A. Llamas confirmed that she had reviewed the invoice and found it acceptable.
  - iii. Motion PASSES, Unanimous by roll call vote.
- b. Colliers invoice #825750, Dated 3/6/2023, in the amount of \$28,952.50, was presented for Committee review.
  - i. Motion made by M. Fortier to approve (in the event that it has not previously been approved and paid by the Committee), Second by B. Porada.
  - ii. Motion PASSES, Unanimous by roll call vote.
- c. Hale Custom Signs has not yet invoiced for the remaining balance for producing the Project Sign. Colliers advised that the sign is expected to be finished next week, and it is expected that the invoice would follow shortly.
- d. Colliers reviewed the Project Budget information, beginning with the General Bid numbers that were received the previous day via BidDocsOnline (electronic plan room). Colliers reported that two General Bids were received, and that these both compared favorably to the Estimated Value of \$11,600,000 (D.A. Sullivan was apparent low at \$11,150,000, Hutter second low at \$11,613,016). Colliers advised that the bid prices were such that the Committee could elect to add Alternate work back into the project at their discretion, while remaining on-budget. Colliers concluded by reviewing how this bid number fit into the overall project budget.



- i. CBA expressed confidence in both bidders, as they have worked with both and can attest to the firms' reputations.
- ii. CBA noted that the Hutter bid did not use the low sub-bidder for electrical work, which accounted for some of the difference in their bid numbers.
- iii. Discussion ensued about the elective Alternate scope. It was determined that the Committee needed to select any Alternates at the meeting, so that a final number could be determined and presented accordingly at the Special Town Meeting. The Bid Alternates were discussed in turn, followed by a series of Motions:
- iv. **A Motion was made by M. Fortier, Seconded by S. Seredynski, to accept Alternate #1 (Cupola), in the amount of \$67,500.**
  1. M. Fortier opined that the Cupola was valuable aesthetically, and especially so given the presence of other roof-mounted antennas. S. Dunnell concurred with this opinion.
  2. B. Porada asked to confirm that the HVAC system would still be fully functional if the Cupola were not installed. CBA confirmed this, advising that a HVAC penthouse would be constructed on the back side of the central roof ridge line if the Cupola was not selected.
  3. Motion PASSES, unanimous by roll call vote.
- v. **A Motion was made by S. Seredynski, Seconded by B. Porada, to accept Alternate #2 (Police Carport), in the amount of \$105,000.**
  1. CBA advised that this value was close to what was estimated for this Alternate.
  2. S. Seredynski asked what roof type this structure would have – CBA responded that it would be a metal roof.
  3. Motion PASSES, unanimous by roll call vote.
- vi. **A Motion was made by M. Fortier, Seconded by B. Porada, to NOT ACCEPT Alternate #3 (Upgraded Interior Finishes), in the amount of \$87,000.**
  1. CBA indicated that this scope of work included upgrading the base bid vinyl/carpet flooring and drywall in areas the public interfaces with. The upgrade materials include a wooden wainscot stile and rail detail, an epoxy resin floor (at certain police spaces), and additional ceramic tile at the lobby restroom.
  2. M. Fortier advised that it may be prudent to avoid the appearance of spending lavishly on this facility with upgraded finishes, and only considering upgrades at specific areas in support of the building program (HazMat situation at Booking Areas, etc.). He also suggested that Landscaping in particular might be able to be accomplished separately from this construction project if that Alternate (#4) were not able to be accepted.
  3. B. Porada concurred, indicating that it would be difficult to justify spending so much more than estimated on this Alternate.
- vii. **As Alternate #3 was not accepted, Alternate #4 (50% of Landscaping) could not be accepted by the Committee.**



- e. **A Motion was made by M. Fortier, Seconded by B. Porada, to recommend that the Select Board award a contract to D.A. Sullivan, in the amount of \$11,322,500, including accepting Alternates #1 and #2.**
  - i. Colliers advised that the bid savings relative to the estimate totaled \$396,800.
  - ii. After discussion, it was clarified that the Motion should be to recommend that the Select Board award the contract. The original Motion was amended accordingly.
  - iii. Motion PASSES, unanimous by roll call vote.

#### **4. Design Review**

- a. The contents of the Public Presentation were discussed.
  - i. A. Llamas reiterated that the plan was to build on prior versions of the presentation slide show with updated financial information. Colliers and A. Llamas agreed to coordinate getting this updated information into the presentation.
  - ii. After discussion, the Committee agreed that the updated financial information should be disseminated publicly as soon as possible to combat misinformation and inform the public. S. Seredynski agreed to publish a statement on NextDoor and possibly also in the Greenfield Recorder for this purpose as well.
  - iii. M. Fortier further advised sharing the “all-in” total cost for the project.

#### **5. Project Schedule Discussion**

- a. Colliers reviewed an updated version of the timeline document presented at the previous meeting. *[this UPDATED document is attached to these Minutes for reference]*.
- b. CBA noted that the next Conservation Commission Meeting had been scheduled for 5/3, to continue hearing concerning the NOI filing. This will be added to the updated Timeline document.
- c. A. Llamas noted that the Appeals Period for the ZBA Variance expires on 4/25.

#### **6. Permitting and Local Boards Status**

- a. Conservation Commission
  - i. Colliers advised that PLACES met with the Commission the prior evening to present the Notice of Intent (NOI) Filing, which will be continued to the Commission’s next meeting on 5/3.
  - ii. A. Llamas asked to confirm what should be done with the stamped ORAD forms from the Registry of Deeds. CBA advised to consult PLACES in the morning to discuss how to complete and file the remainder of the paperwork for this.
  - iii. From the Conservation Commission discussion, S. Dunnell asked to confirm if the Generator had been relocated. CBA advised that it had not, but the Conservation Commission did ask the design team to consider if this could be relocated due to proximity of the diesel fuel tank to the wetlands, and potential disturbance to wildlife. PLACES will provide



further information supporting the location currently shown on the plans. The Conservation Commission asked that the design team show a tertiary spill containment system if the generator and fuel tank cannot be relocated.

- iv. Discussion ensued regarding a response to abutter concerns. S. Dunnell advised that he would take the lead on this.
- b. ZBA
  - i. Colliers advised that the Appeals Period for the front offset variance will expire on 4/25, and that barring any appeal the ZBA engagement will be complete.
- c. Planning
  - i. S. Seredynski advised that the Planning Board Meeting Minutes from the prior Meeting had been formally approved, and the project's engagement with the Board was complete. The approved Minutes were delivered to the Town Clerk's office and are on file.
- d. Colliers also advised that MassDOT permitting continues to progress. The design team is awaiting MassDOT's review comments.
- e. Historical Commission
  - i. Colliers advised that the design and OPM teams met with the Historical Commission on Monday 4/10 to hear directly from the Commission any concerns that they may have.
  - ii. B. Jacques explained that the Commission anticipates MassDOT requesting a Project Notification Form and would like to prepare this in advance.
    - 1. Colliers advised that, although not currently legally required, MassDOT can require this as a part of their review process.
    - 2. Members of the Committee expressed concern that this issue was perceived to be emerging late in the process of the project. B. Jacques advised that Historical Commission reviews typically happen in tandem with Conservation Commission reviews due to the historical significance of water as a boundary and source of industry. The intent is to avoid waiting until construction to potentially make a historically-significant find that could halt the project.
    - 3. Colliers advised that the description the Town provides in the proposed PNF may influence the length of time taken by MHC to review the project.
    - 4. After discussion, it was determined that CBA and PLACES would assist with the technical information required to fill out a PNF, with the Historical Commission filling in the portions pertaining to the local historical record.
  - iii. Discussion ensued about the need to file a Massachusetts Historical Commission (MHC) Project Notification Form. B. Jacques advised that on occasion there is information that the State may have that is above and beyond any local historical resources that may be available, discovery of which is part of the intent and purpose of filing a PNF.

- iv. Discussion also ensued about the need to engage an archaeologist to conduct an archaeological survey of the area. B. Jacque suggested that any finding would be reported to the MHC for their consideration. At minimum, this effort would formally document the area being disturbed, which could then be reported to MHC for their official record.
- v. Colliers agreed to solicit quotes for Archaeologists to study this. The costs and expected timeline for the completion of this exercise are not currently known. After discussion, the search will begin with PAL, who conducted the Archaeological Survey during the construction of the Schell Bridge.
  - 1. In the ensuing discussion, B. Jacque advised that the Schell Bridge test pits took approximately a week to complete, if that provided any insight into the estimated timeframe.

**7. Public Comment Period**

- a. P. Eldridge asked if there would be information available about project expenditures to date. A. Llamas advised that there would be a slide in the presentation at the Special Town Meeting that addresses this topic specifically.

**8. Next Meeting / Adjournment**

- a. The next Meeting will be scheduled for Thursday, 4/20/2023, at 4:00pm.
- b. Motion to adjourn by B. Porada, seconded by M. Fortier, 5:43PM, PASSED by unanimous roll call vote.

AGENDA ITEMS LISTED ARE THOSE REASONABLY ANTICIPATED BY THE CHAIR TO BE DISCUSSED AT THE MEETING. NOT ALL ITEMS MAYBE DISCUSSED AND OTHER ITEMS NOT LISTED MAY BE BROUGHT UP FOR DISCUSSION TO THE EXTENT PERMITTED BY LAW.



## **EMERGENCY SERVICES BUILDING – PROPOSED TIMELINE UPDATED 4/13/2023**

**Additional meetings of the ESF Building Committee will occur as-needed**  
**Meetings for Permits, etc. with Town Boards and Committees will occur as-needed**

### **FEBRUARY**

- 1 – General Contractor and Filed Sub-Bid Request for Qualifications (RFQ) Advertisement posted in Central Register, Newspaper and COMMBuys - **COMPLETE**
- 7 – Select Board Appoint Pre-Qualification Review Committee - **COMPLETE**
- 8 – ESF Building Committee Meeting – Discuss of Building Aesthetics - **COMPLETE**
- 22 – Filed Sub-bid Qualification Packages Due - **COMPLETE**
- 22 – Pre-Qualification Committee, first meeting – Appoint Chair, discuss distribution of materials and division of labor - **COMPLETE**
- 22 – ESF Building Committee Meeting – Minutes Approval, Invoices, Design Review, Schedule Review, Discussion of Permitting Status (ZBA, ConCom)
- 2/23 – 3/6 – Prequalification Review Committee Meet to Review Submissions

### **Town Also Working On:**

- Insurance Requirements
- Review of Bid Documents “Front End” w/ Town Counsel, Legal
- ZBA Approval, Approval of Variance
- Historical Commission Engagement [ONGOING]

### **MARCH**

- 6 – Prequalification Report Issued by Prequalification Committee (Announces list of all Prequalified contractors by Trade, plus General Contractors – Colliers will draft this for Committee review and approval prior to issue)
- 8 – Bid Documents Released for Trade and General Contractors
- 13 – ESF Building Committee to meet with Finance Committee for financial update and discussion
- 15 – Anticipated Date for a Pre-Bid Conference
- 15 – Conservation Commission Meeting / ANRAD Approval
- 21 – Close Special Town Meeting Warrant
- 22 – Planning Board Meeting, Site Plan Review
- 28 – ZBA Hearing
- 29 – Filed Sub-Bids Due
- 30 – ESF Building Committee Meeting, 4:00pm

### **APRIL**

- 4 – Select Board Meeting to sign Special Town Meeting Warrant
- 4 – Senior Center Coffee Hour, time TBD
- 5 – Post Special Town Meeting Warrant
- 10 – Historical Commission Meeting
- 12 – General Contractor Bids Due
- 12 – Conservation Commission, Notice of Intent Filing
- 13 – ESF Building Committee Meeting, 4:00pm
- 19 – Special Town Meeting / Presentation at HS

### **MAY**

- 1 – Annual Town Meeting
- 2 – Town Election (no Debt Exclusion vote anticipated)
- 9 – Select Board Award Contract to Selected Bidder
- ~16 – Contract Signed, Notice to Proceed Issued