

DPW Facility Building Committee

Meeting Minutes 3/1/24

Town Hall Room 126

MEMBERS PRESENT: Kevin weeks, Brian DeFillipis – PMA, Dean Charter Select Board, Thom Begin, Marianne Fleckner, Mark Hald, Corey York, Andrea Ristine

Public Member: Bob Puffer

By Zoom: Andrea Becerra, Sustainability Director

Absent: Michael Harris, public member, Eric Larson GAB, Adam Nolde Finance Committee

10:06 AM Meeting called to order

Introductions: The members individually. Dean asked for PMA to introduce the company. PMA was the OPM for the North Acton Fire Station, have done several DPW facilities. Worked with Weston and Sampson several times.

The DPW Facility Building Committee (DPWFBC) will hold public meetings, several Town staff are voting members.

Officers of the committee were discussed. Andrea R nominated Dean as chair, Thom seconds. No other nominations. Unanimous.

Marianne nominates Thom as vice chair. Andrea R second. Unanimous.

Clerk: Mark nominated Andrea R. Dean seconds. Unanimous.

Designer RFQ discussion.

Kevin displayed the draft RFQ on the screen. Projectdog was discussed and decided to be the online bid solicitation platform to use.

The timeline for advertising, evaluating and hiring a designer was discussed and the RFQ adjusted accordingly.

Details of the RFQ were reviewed. Discussion about the fossil fuel free pilot program, specific additions/attention was given to adding fossil fuel free contraction and possible rebates available. Andrea B will send link to Town page describing the program to include in RFQ.

The RFQ indicates eight hard copies plus one digital copy shall be submitted. The Designer Evaluation Committee participants were discussed (five count). After the short list of designers are chosen, Dean will sit in on the interviews, as will be offered to committee public members. Members nominated for the RFQ Design Evaluation Review Team: Mark, Andrea, Kevin, Brian, Corey.

The RFQ Design Evaluation Review Team will meet April 11, 2024 at 2 PM to disperse RFQ submittals. Thom and Dean will attend the meeting.

DPW briefing session and walkthrough was scheduled for March 28, 2024 at 10 AM.

Next meeting of the DPWFBC TBD in May after the architect is chosen and negotiated contract is agreed upon and executed.

12:10 PM Meeting adjourned.