

Fire Station Building Committee

4/10/2014

TOWN CLERK

2014 APR 25 AM 7 33

CARVER MA

Committee Members Present: George Callahan, Jon Delli Priscoli, William Harriman, Michael Milanoski, Robert Middendorf, Dave Siedentopf, Craig Weston

Members Absent: None

Invited Guests: None

Meeting called to order at 8:00 am by Bill Harriman. Meeting held in the Selectmen's Meeting Room.

Topic 1: An overview of the Committees purpose and objectives was given by Michael Milanoski and Bill Harriman. Committee members were introduced one by one, with each given a chance to talk about their background in relation to the project. Committee members agreed that they all support the project and want to do what is best for the Town and the members of the Carver Fire Department.

Topic 2: Through Michael Milanoski and Bill Harriman, committee members reviewed municipal mandates. This review covered the Open Meeting Law responsibilities, Disabilities Act in regards to proper meeting locations, and proper minute postings with the Town Clerk. All committee members clearly understood these mandates.

Topic 3: Committee members decided to meet on a bimonthly basis, preferably on Thursday mornings at 7:30 am. Members agreed that meeting times and frequency are flexible and could change as sub committees were created. There will be occasional evening meetings with members of the Carver Fire Department and outside consultants, where input is needed on the project.

Topic 4: A lengthy discussion took place on the priority to hire an Owners Project Manager (OPM). The committee agreed that this should be the first significant priority of the committee. Bill Harriman passed out Owners Project Manager Guidelines, developed by the Commonwealth, for each member to read. Bill Harriman and Michael Milanoski will start working together in developing a rough draft RFP to hire an Owners Project Manager. Bill Harriman distributed a handout on "Designing and Construction of Public Facilities" to each member to read prior to the next meeting. This was the first of several handouts that will be distributed over the upcoming meetings. Committee members will start gathering information on Owner Project Managers and should be prepared to discuss a draft Request for Proposals at the next meeting.

Topic 5: The committee requested to have Reinhardt Associates in at the next meeting to conduct a presentation on the already developed conceptual Fire Station and Training Facility drawings, help develop a timeline of project priorities and give committee members a chance to ask municipal procurement questions. Fire Chief Craig Weston will call Reinhardt Associates to schedule the presentation.

Meeting adjourned at 9:25 am

Next meeting is on Thursday, April 24, 2014 @ 7:30 am, with the location to be determined

Submitted by Chief Craig Weston – Acting Committee Secretary