

REV'D Town Clerk  
5/15/2020  
8:10 AM  
AMB

## Public Safety Building Committee-Meeting Minutes

**Date:** Thursday, April 2, 2020, 7:00PM

**Location:** Zoom Meeting

**Committee Members Present:** Jason Malinowski-Chairman, Peter Goodney-Vice-Chairman, John F. Lyons-Clerk, Brennan Barry, John Rooney, and John Wood

**Absent:** Kathryn Cook (Resigned), Michael Moorehead, David Officer

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### **Item 1: Call Meeting to Order**

- Chairman Jason Malinowski called the meeting to order at 7:00PM. Jason read the following statement from the top of the meeting agenda:

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Southborough Public Safety Building Committee will be conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the Town of Southborough's website, at <https://www.southboughtown.com/remotemeetings>. For this meeting, members of the public who wish to watch or participate in the meeting may do so by using the joining instructions/link included above. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on Southborough's website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.

- Jason reminded Committee Members that this meeting is being recorded and it will be posted on the Town's website. Members of the public are welcome to participate if they log into this Zoom Meeting. All questions will be answered at the end of the meeting.

### **Item 2: Approval of the Meeting Minutes from February 7, 2020**

- Chairman Jason Malinowski asked the Committee Members if there were any questions for Mr. Lyons.
- Motion:** John Wood made a motion to accept the meeting minutes as written. Seconded by John Rooney. Roll Call vote is as follows: Malinowski- "Aye", Barry-Brennan said that he was not at that meeting, but he said, "Aye", Rooney- "Aye", Wood- "Aye", Goodney- "Aye", and Lyons- "Aye". Motion carries unanimously (6-0).

### **Item 3: Chairman's Update**

- Jason Malinowski informed the Committee that Kathryn Cook is no longer a member of the Public Safety Building Committee. Kathy had to resign, because as chairman of Advisory she could only be on one ad-hoc committee. Kathy was recently appointed to the Capital Planning Committee that was recently formed in Town. That Committee kicked off yesterday, so Kathy submitted her resignation



from this Committee. Jason said that he thanked Kathy for all her work on the Public Safety Building Committee and has been a valuable member of this team. Kathy wanted to pass along the joy that she had working with her fellow Committee Members on this project.

- Prior to the closing of the Public Safety Building, because of the COVID-19, to members of the public, including contractors, the problem with the counter tops in the Police Booking area has been resolved. Chief Paulhus and his Staff were patient with the contractor's sub-contractor and allowed them to exhaust all means before finding another solution. The quality installation of the stainless-steel counter tops is very poor. The general contractor (CTA) has exhausted all efforts with the sub-contractor who installed the stainless-steel counter tops in the booking area. CTA has agreed to install a new material for the booking area counter tops, which has been agreed upon by the design team and Chief Paulhus. Jason said that he would like to thank Chief Paulhus and his Officers for their patience until this issue has been resolved. The Town had legal requirements to go through to let the contractor (CTA) try and resolve the counter top issues, but in the end Jason commended CTA for working with us to resolve the poor quality of the installation and install a new material. John Wood asked what material was going to be used instead of stainless-steel. Jason Malinowski said that he thinks it is going to be Corian. John Wood asked if it was going to be the same price or are we going to get a credit. Jason Malinowski said that it was going to be a "net wash".
- Jason said that there are still some items that are outstanding. The epoxy floors on the Police side and the door jams on the overhead doors in the apparatus bay that we will still be holding back money for. There are resolutions in place for these items, but it will be up to the Chiefs as to when to relax the access restrictions to the building to allow the work to be done. Jason said that we are lucky to have the building in place, so that the Police and Fire personnel can spread out. Jason said that he couldn't imagine what we would be going through right now if we were still in construction mode.

#### **Item 4: Approval of Payment for CTA Requisition #20**

- Jason Malinowski informed the Committee Members that Requisition #20 was distributed in the packet for everyone to review. Jason also said that he has been working with Heidi (Town Accountant) to make sure that we are within "dollars and pennies" as we go through all of this. Jason said that as he was reviewing everything, he realized that the version that was sent out to the Committee Members did not reflect an actual payment that was made at our last meeting.  
**Motion:** Chairman Jason Malinowski moved that we authorize a payment of \$78,069.49 for CTA Requisition #20. Seconded by John Wood. Jason asked if there were any questions from the Committee Members on the disconnect that was in the packets versus what Jason moved. It was just simply the delta of the payment made on the Town's behalf from our last meeting. Roll Call vote on this motion: Malinowski- "Aye", Barry- "Aye", Wood- "Aye", Goodney- "Aye", Lyons- "Aye", Rooney- "Aye". This motion passes unanimously (6-0).
- Jason Malinowski informed the Committee that there will be one more invoice from CTA for the balance of \$34,500. This will be for the epoxy flooring in the Police Booking Area and the door jams in the Fire apparatus bay overhead doors. Jason said that given the conditions that we are in we can look to approve this last invoice in two ways. The Committee can conditionally approve this invoice pending approval from the Town Administrator and Jason Malinowski or we can call another meeting when the invoice comes in. Jason reminded the Committee Members that our term will expire on June 30, 2020 regardless of when this last invoice will come in. Jason said that this will be the last item of business that we will have as a Committee. John Rooney said that it makes sense to conditionally approve this invoice now, so that we don't have to call another meeting, just for this invoice. John



Wood said that he agreed. Peter Goodney and Brennan Barry also agreed that we should conditionally approve that last CTA Requisition.

**Motion:** Chairman Jason Malinowski moved that this Committee authorize the Town Administrator in conjunction with the Chairman, Town Accountant, and both Chiefs to authorize payment of any final CTA requisitions in line with what has already been contractually obligated. John Wood Seconded the motion (so moved). Roll call vote on this motion: Malinowski- "Aye", Barry- "Aye", Rooney- "Aye", Wood- "Aye", Goodney- "Aye", Lyons- "Aye". This motion carries unanimously (6-0).

#### **Item 5: Summary of Invoices Approved Since Last Meeting**

- Jason Malinowski informed the Committee that the items that were paid since the last meeting were the security contract that we approved many months ago and the work has been completed. The fencing has been completed to separate the golf road area from the building and the final commissioning invoices for Vertex. The final invoice for the Stair 2 window on the Police side has also been paid to Vertex. Jason wanted to commend Vertex, because they re-bid the installation of the Stair 2 window and they found a better installation contractor who did the installation at a lower price. It was a total savings of about \$1,500.00.

#### **Item 6: Project Budget Update**

- Chairman Jason Malinowski said that they have been working with Heidi (Town Accountant) to make sure that "all the final ducks are in a row" and we are still in a range of between 3.1 million to 3.2 million that will be left on the side when this is all said and done. This includes any anticipated payments between now and the end of the fiscal year. Jason said that we don't know when Town Meeting will be held, but there is an article on the warrant to rescind 3 million dollars. The rest of the money (around \$100,000.00) can be rescinded at a future Town Meeting.

#### **Item 7: Public Comment**

- Jason Malinowski asked Tom LaFlamme if there was anyone logged into the Zoom meeting for public comment. Tom LaFlamme confirmed that no one was logged in for public comment.

#### **Item 8: Other Business That May Properly Come Before the Committee**

- Jason said that he anticipates having one more meeting of the Committee to approve these meeting minutes and to approve the last meeting minutes, so that we are in compliance with the open meeting laws. If the next meeting does not happen within 45 days, then the Draft meeting minutes will be posted until we can meet and approve them.

#### **Item 9: Adjournment**

Chairman Jason Malinowski made a motion to adjourn. Seconded by Peter Goodney. Roll call vote on this motion: Malinowski- "Aye", Barry- "Aye", Rooney- "Aye", Wood- "Aye", Goodney- "Aye", Lyons- "Aye". This motion carries unanimously (6-0). Meeting adjourned at 7:17PM.

#### **Documents Reference**

- Draft Meeting Minutes from Committee Meeting dated February 7, 2020 presented by John Lyons, Clerk.
- CTA Application for Payment #20 dated 3/18/2020.

Respectfully Submitted,

John F. Lyons  
Clerk

DRAFT