

# TOWN of SOUTHBOROUGH

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## Public Safety Study Committee-Meeting Minutes

**Date:** Monday, May 15, 2017, 7:00PM

SOUTHBOROUGH, MA

**Location:** Southborough Fire Station, 21 Main Street, Southborough, MA

**Committee Members Present:** Jason Malinowski-Chairman, Peter Goodney - Vice Chair, John F. Lyons-Clerk, Brennan Barry, Michael Moorehead

**Committee Members Absent:** John Wood

**Ex-Officio Members Present:** Police Chief Kenneth M. Paulhus, Fire Chief Joseph C. Mauro, Mark J. Purple-Town Administrator

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### **Meeting Called to Order**

Meeting Called to order at 7:00PM

Approved Meeting Minutes

### **Item 1: Public Safety Complex Building Committee Charge Sheet**

The Committee (also referred to as "PSSC" in these minutes) discussed the draft charge of the Public Safety Complex Building Committee ("PSCBC") Charge dated 4/27/2017 (see attached)

- The Committee discussed a possible sub-committee be formed to see how the golf course will keep running.
- Might have to have a fall special Town Meeting for Golf sub-committee can seek funding for the golf course.
- Committee would like to have Selectmen get a RFP (Request for Proposal) to get an owner's project manager hired to work with the architect.

### **Item 2: Committee Discussed Moving Forward with the Public Safety Complex Building Committee**

- Committee discussed the Choate Field land for the driveway, being proactive with other committees, and transparency.

**MOTION:** Peter Goodney made a motion to have the Chair communicate the following to the Board of Selectmen:

**Building Committee Charge** – The Committee has reviewed the draft charge and believes that it supports all of the key points that we were expecting.

**Hiring of Owner's Project Manager ("OPM")** – It is critical that we get a Request for Proposal out to potential OPMs ASAP, so that once a PSCBC is up and running, they can review the submissions and conduct any necessary interviews. The PSSC also discussed the need for the new PSCBC to make a recommendation on Architectural Services in the near term.

**Broader Site Plan Considerations** – It is the view of at least the current PSSC that a separate committee should be formed to examine the broader site (golf course operations) and contiguous parcels to continue the great work that was started by the St. Mark's Master Plan Committee ("Master Plan Committee"). It is important to start to understand what the broader site will look like, particularly related to continued golf course operations so that any architect and design team can work within those particular limitations. As was pointed out multiple times by both the PSSC and Master Plan Committee, construction phasing will be critical to the success of not only the public safety facility, but to the contiguous parcels, as well. We'd strongly recommend that if you chose to form such a Committee that you have at least one (or more) representatives from the PSCBC on that Committee to ensure cohesiveness and synergies between any projects going on at the same time on the site.

**Choate Field** – The current schematic design envisioned taking land on no more than 35' of Choate Field. A legal opinion from Town Counsel was obtained related to what consents would be required for this to occur. It is important to any design that the Architect understand whether they have this 35' to work with for purpose of driveways. Therefore, we'd recommend the Board of Selectmen start discussions with the appropriate parties to secure such consent.

**Transparency** – Regardless of whether the Board of Selectmen chose to have members of the current PSSC continue to the next phase, we'd strongly recommend that the PSCBC conduct public forums for members of the community to come and air any concerns, recommendations, etc. both in the early stages of the project, but also while the project continues. This will help to continue the transparent nature in which the original PSSC operated.

Motion was seconded by Brennan Barry. Committee voted unanimously.

**MEETING AJOURNED- 8:10PM**

Respectfully Submitted,  
John F. Lyons  
Secretary

# Public Safety Complex Building Committee Charge

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## Membership

- The Committee shall consist of 9 members, consisting of an Advisory Committee representative, Board of Selectmen representative and 7 at-large representatives of the community;
- Ex-officio members [who shall not count towards a quorum] will include the Town Administrator, Fire Chief and Police Chief;
- Members will be appointed by the Board of Selectmen at a duly posted public meeting following the advertisement for interest in serving on the committee;
- Appointed committee members must be sworn in by the Town Clerk's Office according to pertinent town by-laws;

## Term and Organization

- The terms of office shall be for one-year terms ending June 30, and shall continue for the duration of the project and/or until the committee is discharged;
- The Committee shall report to the Board of Selectmen as required;
- The Committee shall elect its own Chair, Vice Chair and Clerk and shall establish a regular meeting schedule. All records of the Committee shall be filed with the Town Clerk and open to public inspection in accordance with applicable Open Meeting Law and Public Record statutes;
- The Committee shall not have a direct budget of their own, but may request funds for specific purposes through the town meeting process;
- Use of engineering or other available funds shall be at the discretion of the Town Administrator;
- Members shall serve without financial compensation.

## Duties

- The Committee shall focus on the site as approved at the March 8, 2017 Special Town Meeting;
- The Committee shall work to implement the collaborative approach with neighboring parcels, including Woodward School and the former St. Mark's Golf Course, as adopted by the St. Mark's Golf Course Master Plan Committee, and further supported by the Public Safety Study Committee and Town Meeting;
- The Committee shall create biddable building plans to incorporate the Police, Fire, Ambulance, Dispatch and Emergency Management Departments, pursuant to MGL Chapter 30B procurement regulations, including but not limited to the engagement of a project designer/engineer, Owner's Project Manager (OPM), and Clerk-of-the-Works (COW). The Board of Selectmen shall be the awarding authority for any and all procurements recommended by the Committee;

[Draft dated April 27, 2017]

 DRAFT

- The Committee shall communicate with town departments and officials as needed [i.e. Inspectional Departments, Town Administrator, permitting boards, etc.]