

**Town of Newbury
Municipal Building Committee**

MINUTES

DATE: December 10, 2015

Approved as written, 3/3/2016

Present: Eric Svahn, Chair; Steve Fram; Donald Jarvis; John Lucey, Jr.; Richard Ronder; Martha Taylor; Damon Jespersen, BOS Liaison

Absent: Tracy Blais; Mike Doyle; Sam Joslin; Nathan Walker

Guests: Mark Allen; John Ashton; Ron Barrett; Peter Erickson; John Ferrara; Alicia Greco; Jim Moran; Tony Vinciguerra

Eric Svahn, Chair, called the meeting to order at 7:06 a.m.

1. Meeting Minutes:

Motion: A motion was made by R. Ronder and seconded by J. Lucey to approve the minutes of December 3, 2015, as written. The motion passed with five in favor (Svahn, Jarvis, Lucey, Ronder, and Taylor) and one abstention (Fram, who was not present at that meeting).

Due to an insufficient number of Committee members who were present at the November 17, 2015 meeting, review and approval of those minutes was postponed to the next meeting.

2. Program:

James Sarette, Facilities Manager, has updated the Town Hall program. Edits will be incorporated into the current program and distributed.

3. CSS Report Update and Schedule:

E. Svahn told the Committee that he gave an MBC report at the Selectmen's meeting held on December 8 and would make a commitment to give a report at each Selectmen's meeting. He will request dates for a joint meeting with the Selectmen, Planning Board, Finance Committee, and Capital Planning Committee. He is drafting a scope letter to CSS Architects for an update of the feasibility report; CSS will then submit a fee proposal to the Town Administrator. The report is to include two options (New Town Hall/New Police Station and Renovated Town Hall/Police Station Addition on the existing site) based on the updated program, full size site plans with indication of future options, a critical path schedule, and a budget. Once the report is updated, a construction estimate will be done by a third party estimator and the construction cost will be rolled into a total project cost

including FF&E and soft costs. Drawings need to be done first for the cost estimate; the narrative can follow. The target is to have cost information available by the first week in January.

4. Owner's Project Manager (OPM):

E. Svahn said that he is in the process of drafting the RFP for an OPM. The Committee discussed the process of procuring an OPM and the relative benefits of bringing an OPM into the process as soon as possible or contracting with a short-term consultant to evaluate the project options and then hiring an OPM once the project has been approved at Town Meeting and at a Town election and is ready to move forward. E. Svahn said he expects a decision on which direction to go in to be made quickly.

5. Meeting Information:

The Municipal Building Committee agendas have been added to the subscriber option on the Town's website – interested people can now sign up to have agendas emailed to them.

6. Public Discussion:

E. Svahn said that he had received a critical path schedule from Jim Moran for a High Road/Morgan Ave. Master Plan. He reiterated that the MBC's charge from the Selectmen is to update the New Town Hall/New Police Station option and compare it to the previous Public Safety Complex proposal. He then responded to a series of questions and comments from Mr. Moran regarding the OPM process, the CSS report, the Protection #2 property, and future meeting schedule.

This was followed by further discussion of John Ashton's proposal to elevate Town Hall, build a new ground level, and add a second story to the building. Discussion included potential cost, procurement requirements, the possibility of using modular construction for the second story, and timing of the project.

Peter Erickson returned to the discussion regarding hiring an OPM, saying that it is a required part of the process and that, in his opinion, it is critical to get one on board now.

On a motion made by S. Fram and seconded by D. Jarvis, the meeting was adjourned at 8:06 a.m.

NEXT MEETING:

Thursday, December 17, 2015, 7:00 a.m.

Respectfully submitted,

Martha L. Taylor, Town Planner
MBC Secretary