

**Town of Newbury
Municipal Building Committee**

MINUTES

DATE: December 17, 2015

Approved as written, 5/5/2016

Present: Eric Svahn, Chair; Tracy Blais (until approx. 7:20am); Mike Doyle (until approx. 7:30 a.m.); Donald Jarvis; John Lucey, Jr.; Martha Taylor; Damon Jespersen, BOS Liaison (arrived approx. 7:10 am)

Absent: Steve Fram; Donald Jarvis; Sam Joslin; Richard Ronder; Nathan Walker

Guests: John Ashton; Peter Erickson (arrived approx. 7:45 a.m.); John Ferrara; Jim Moran; Tony Vinciguerra; Curtis Walton; Avery Woodworth

Eric Svahn, Chair, called the meeting to order at 7:03 a.m.

1. Meeting Minutes:

Motion: A motion was made by T. Blais and seconded by M. Doyle to approve the minutes of November 17, 2015, as written. The motion passed unanimously.

Due to an insufficient number of Committee members who were present at the December 10, 2015 meeting, review and approval of those minutes was postponed to the next meeting.

2. Feasibility Study Update:

CSS has been given direction on changes to be incorporated into the revised feasibility study. Once the revised study is complete, it will be given to an independent third party estimator, who will prepare a construction cost schedule following the CSI (Construction Specifications Institute) format. The construction cost will then be combined with FF&E and soft costs into a final feasibility report, which will be given to the Selectmen along with an updated MBC recommendation.

3. Owner's Project Manager (OPM):

E. Svahn has started working on the RFP for an OPM – the hiring process will be done in accordance with State law. According to the Inspector General, the Town must go through the feasibility study phase before hiring an OPM. The Town still needs to determine whether to hire the OPM now or to hire a consultant on a short-term basis to review the project and the work done to date and make an independent recommendation on the best, most cost-effective option.

4. Schedule:

The MBC will request that the Selectmen schedule a joint meeting on the project in late January, to include the Selectmen, the Municipal Building Committee, the Finance Committee, the Capital Planning Committee, and the Planning Board. The Committee also discussed scheduling a public forum, perhaps for a Saturday in January. Once the MBC has presented its recommendation to the Selectmen, a number of public outreach events will be scheduled to provide residents with information about the project.

5. Public Discussion:

John Ashton and Tony Vinciguerra reported that after further investigation and inspection of the basement of Town Hall they have determined that it is not feasible or cost effective to salvage the existing Town Hall as part of the project. They will no longer recommend pursuing that option, which Mr. Ashton first proposed at the Selectmen's meeting held on Saturday, October 3, 2015.

Discussion followed regarding potential acquisition of the Protection #2 parcels and renovation of the Fire Station, which is not part of the current charge from the Selectmen to the MBC.

On a motion made by M. Taylor and seconded by J. Lucey, the meeting was adjourned at 8:25 a.m.

NEXT MEETING:

TBD

Respectfully submitted,

Martha L. Taylor, Town Planner
MBC Secretary