

FIRE STATION BUILDING COMMITTEE MINUTES

March 19, 2025

Virtual Meeting

MEMBERS PRESENT: Ms. Abby Hurlbut, Chief Don Stats, Lieutenant Jon Burt, Town Administrator Michael Gilleberto, Mr. Todd Woekel, Mr. Joe Parisi, Mr. Don Kelliher, Mr. Nick Masse, Captain Eric Pepper, Mr. David Rudloff and Ms. Karen Moberg (recording secretary).

OTHERS PRESENT: Mr. Bryan Fors (Vertex), Captain Matt Carroll, Ms. Amy Sonia and Mr. Dan Mills.

Meeting called to order at 5:03 P.M.

MOTION

- A motion was made by Mr. Kelliher and seconded by Mr. Woekel to accept the minutes of 1/15/25. **VOTED: UNANIMOUS.**

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|-------------|------------|--------------|----------------|
| Hurlbut AYE | Stats AYE | Burt AYE | Gilleberto AYE |
| Woekel AYE | Parisi AYE | Kelliher AYE | Masse AYE |
| Pepper AYE | | | |

- A motion was made by Mr. Parisi and seconded by Chief Stats to accept the minutes of 3/12/25. **VOTED: UNANIMOUS.**

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|-------------|------------|--------------|----------------|
| Hurlbut AYE | Stats AYE | Burt AYE | Gilleberto AYE |
| Woekel AYE | Parisi AYE | Kelliher AYE | Masse AYE |
| Pepper AYE | | | |

Ms. Hurlbut handed the meeting off to Mr. Fors from Vertex who worked with Mr. Parisi on the draft RFQ (Request for Qualifications) for Designer Services. Mr. Parisi shared the table of evaluation criteria. Each of the evaluation criteria will be ranked by Highly Advantageous, Advantageous, Not Advantageous and Unacceptable. Categories discussed included: Location of Architect's offices with respect to North Reading, Proposed organization plan and project team's experience as an aggregate, Architect's education and training qualifications of all project personnel, Architect's prior experience with Fire Stations and Sub Stations – site selection, Project understanding and approach, References, Demonstrated ability to begin work immediately and successfully meet schedule requirement, Finances and Quality and clarity of qualification submittal.

Mr. Parisi noted that some companies may be reluctant to provide financials.

Mr. Fors and Mr. Parisi will continue to work on the draft. Mr. Parisi to work with the Town Administrator to get a final draft to KP Law for review. Final draft of RFQ to be emailed to the committee prior to the next meeting in preparation for a vote. There was a brief discussion on the procurement process including the general bid process, advertising, posting to Central Register, etc. There was some discussion on timing of changes to the bid documents. Last minute edits can be made after postings and prior to day of publication. Any changes made or questions answered after date of publication would need to be shared with all plan holders. As

dates were discussed, Mr. Masse asked if this plan is on track for schematics by October Town Meeting. Mr. Gilleberto did express his concerns that the timeline may be tight. The fastest scenario of hiring a designer after June Town Meeting then leaves July/Aug/Sept to prepare for October Town Meeting. There is a lot to get through and information would need to be shared with the community. Alternatives and cost estimates would need to be prepared for TM. Mr. Fors commented that other communities have had the project architect at the table to help explain plans going forward and what to expect.

Mr. Parisi asked the committee for feedback on the criteria. Mr. Rudloff would like more time to review. Members of the committee were asked to email Mr. Parisi any feedback they have by Friday 3/21 so that edits can be made and a final draft can be sent to the committee in advance of the next meeting. Mr. Masse mentioned that he had a couple of evaluation criteria suggestions that he will be sending in.

The committee then went on to review the most recent draft of the RFQ. Mr. Parisi started by displaying M.G.L Ch 7c Sec 58 – Procurement of architectural, engineering and related services. He then reviewed the process overall. Invitation for Qualifications, Procurement process requirements, Submission requirements, Optional conference, Scope of work... Mr. Gilleberto commented that in this section that the term value engineering should be part of the discussion. Determining whether the renovation and expansion need to be as extensive as designed. Main Headquarters or satellite? and it should be clear that both scenarios are being considered. Chief Stats agreed that the scope should be clear and it would not be a bad idea to spell it out. Mr. Gilleberto also wanted to be able to make it clear that the project has evolved and is no longer as designed last year.

Mr. Parisi continued discussing scope of work. This includes Programming, Conceptual cost estimate and site selection. Schematic design, Design development, Construction documents, Bidding services and Construction admin services are all listed as potential future effort for the scope. Mr. Kelliher asked about the initial effort for site selection and the logistics. He had concerns about purchasing land and having the site survey and test borings done before October TM. Mr. Parisi noted that site selection can happen after Town Meeting provided there are estimates. Mr. Fors agreed and stated that a high level cost estimate is driven by square footage. Land acquisition costs were mentioned as well. Mr. Gilleberto stated that it would be highly unlikely that eminent domain would happen for this project. He also felt that site acquisition could continue into the Fall and felt estimates for TM could be a good option. Ms. Hurlbut commented on a map provided by the Assessor of Town owned land. Mr. Gilleberto also wanted to keep an open mind regarding parcels that are not Town owned. Returning to the discussion on scope of work, Mr. Masse asked to add Project Closeout under potential future effort.

Mr. Parisi continued his review of the RFQ. He discussed Minimum qualifications, Proposal submission requirements, Evaluation team/Evaluation criteria/Rating, Selection process, Fee, General and special provisions, Procurement and anticipated project schedule and Required forms/Certifications/Sample contract. While discussing Fee, Mr. Fors noted that if negotiations fail with the top ranked candidate, then the Town can move down the list to the next ranked candidate.

Mr. Parisi opened the floor to questions.

Mr. Rudloff asked if the Town would be sharing programming studies that had previously been done? There was a discussion that these files themselves would be too bulky in the RFQ but that their existence would be made known. Mr. Parisi also commented that the previous study information could also be referenced during the negotiation process.

The next agenda item was Project Financials to-date. Mr. Parisi said that he could provide a general overview in this meeting but would be able to provide more detailed figures at the next meeting. He commented that the expenditures to date had been to HKT and Vertex. Topic moved to next meeting.

Ms. Hurlbut mentioned that Mr. Parisi presented the warrant article to the Select Board at their recent meeting. The discussion turned to the posting of the MRI report and Fire Station video online. The consensus was to proceed with posting the video and MRI report. Mr. Gilleberto suggested that he, Chief Stats and Mr. Parisi further review the video to determine if any context would be added to the video for clarity. This to be done w/in the next 10 days.

A document of Meeting dates and timelines was sent to the committee. Ms. Hurlbut asked if the committee had any changes or comments. Mr. Gilleberto noted that the Facilities Master Plan committee was wrapping up. The Fire Station Building committee was created as a subset of FMP. There will need to be additional discussion on the timing of when/if to create a new Fire Station construction project committee. To be determined by the Select Board. This committee can make a recommendation.

The next agenda item was Reorganization. Ms. Hurlbut recognized Mr. Masse as this agenda item was at his request. Mr. Masse commented that with the FMP committee completing their charge and the charge of the Fire Station Building committee changing that he wanted to determine if the committee was interested in reorganization. Multiple members offered their thoughts. Mr. Gilleberto, Mr. Parisi and Chief Stats were all in agreement that there could be a reconstitution of the Fire Station Building committee in the future and that reorganization at this time was not needed. Lt. Burt did not feel that reorganization made sense at this point of the project given the work done by the committee to date. He stated that there has been a lot that has been learned and everyone has been doing a great job. After committee members had the opportunity to weigh in, Ms. Hurlbut asked Mr. Masse if he wanted to make a motion?

Mr. Masse made a motion for the Fire Station Building committee to recommend to the Select Board that the Fire Station Building committee become permanent, separate and not advisory to the DPW and to seek recommendation from the Select Board on reorganization.

There was some discussion on the motion. Ms. Hurlbut noted that reorganization is typically when committees nominate members for the role of Chair, Vice Chair, Clerk. She also noted that the future of the current committee is something that would continue to be discussed in the coming weeks and months as the FMP completes its charge. She asked Mr. Masse if he would like to make a motion to appoint a Chair? She also asked if Mr. Masse's intention was to have the Select Board create a new Fire Station Building committee at this time? The conversation continued with the committee. Mr. Parisi commented that the committee should consider when making a request or recommendation to the Select Board the importance of

timing and schedules so not to delay the project. Mr. Kelliher wanted to clarify Mr. Masse’s intention. Was it to “change the actors in the committee as it is currently constituted?” Then he should make a motion for Chair/Vice-Chair etc. Some committees reorganize every year, but other single purpose committees generally do not. The Secondary School Building committee did not reorganize. If his intention is to form a new committee with respect to a westside Fire Station than that would not take action from this committee to recommend to the Select Board. Mr. Masse clarified Mr. Kelliher’s comment that he doesn’t want to change or remove anyone from the committee, and that he is just wants to provide the option to see if the committee would like to re-organize, now that we have a different charge. Additionally, Mr. Masse noted that he will always respect the will of the committee and the committee spoke and he respects it.

Mr. Masse chose to rescind his motion.

Mr. Masse commented on the importance of what the bigger project entails and he would like to think about how the committee may branch off. Some of the members may be the same. The future of the committee will include a lot of work and will require a lot of volunteerism. Ms. Hurlbut commented that going forward the responsibilities of the committee could remain the same or could be increased with different skillsets needed. That may be for the Town Administrator and DPW Director to make a recommendation to the Select Board. The current committee was initially charged with renovating the Fire Station and got to the point of going out to bid. This is going to be a somewhat different project.

The committee moved on and discussed the next meeting. There was a question of being in-person rather than virtual. Next meeting will be in-person (with a virtual option) on Tuesday 3/25 at Town Hall room 5 at 5:30pm

ADJOURN

A motion was made by Chief Stats, seconded by Mr. Gilleberto, to adjourn at 7:12 P.M.

VOTED: UNANIMOUS.

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| Hurlbut AYE | Stats AYE | Burt AYE | Gilleberto AYE |
| Woekel AYE | Parisi AYE | Kelliher AYE | Masse AYE |
| Pepper AYE | Rudloff AYE | | |

Approved _____

Date _____