

**TOWN OF BOLTON TEMPORARY PUBLIC BUILDING
COMMISSION TUESDAY, FEBRUARY 8, 2022 – 7:00**

P.M. at Herrick Park

SPECIAL MEETING MINUTES

1. Call to Order.7:19

Name	Member	Alternate	2/08/22
Jeffrey Scala	x		x
John Toomey Jr	x		x
Kawan Gordon	x		
Kevin Glenn	x		
Sherry Philopena		x	
Stacy Trischka	x		x
Vacant		x	

2. Attendees:

Chief Dixon

3. Meeting Minutes of / /21 Approval

- *None reviewed*

4. Schedule of Regular Meetings:

- *attendance seems to be a problem, multiple email notices for this meeting were sent out to all members,*
- *Chair need to canvas the commission as to availability on scheduled nights*
- *Verify contact email and Phone number, Stacy has volunteered*

5. Drafting of Minutes:

- *No Secretary is available to take notes and prepar draft minutes*
- *Town is willing to pay for preparing notes*
- *The time limit for preparing and submitting final minutes was raised. Need to ask Kathy... town looking of volunteers but will pay for time spend writing up minutes.*
- *Payment for preparation was noted. What is the amount and what are the qualifications?*
- *It was agreed that draft minutes will be distributed to all via email for corrections and comments before next meeting.*

6. Public Forum and Comments:

- *None as no public in attendance*

7. Correspondence:

- *none*

8. Staff Presentation / Discussion:

- *see below*

9. Fire House Discussion

a. Questions / Discussion on previous meetings / discussions

- *Design build versus design bid build was discuss due to the anticipated delivery of the truck in 15 months. Design build would be faster but need to check with BOF and BOS on whether the Town can use this method.*
- *Need to do a bond... how long is that process? Town meeting.... set referendum*
- *How much money is available for consultant / architect? Ask Jim Rupert*
- *Architects hire process? Can we direct select? If so, what is the maximum amount?*
- *Develop cost by professional*
- *Statement of work Chief Dixon... talk to Jim Rupert regarding...*
- *Distribute process for DB and DBB...*

b. Schedule:

- *Minimal discussion, but time is critical. A schedule needs to be developed*
- *Information needed form BOS and BOF*
- *Discussed delivery of new truck and what could be done if construction is not completed before arrival. Chief indicated that could meke arrangements for a little while but not too long.*

c. Requesting information from others:

- *Discussed the process of requesting information form BOS and BOF and others. At this time, we will coordinate with James Rupert unless told otherwise via email to maintain a record. Any phone conversations will require notes.*
- *Chief Dixon to provide digital copy of original plans, digital copy of draft Statement of Work for Consultant, maintenance records for the building that we may consider during our efforts,*

d. Consultant(s)

- *Required and process and maximum amounts needs to be discussed with BOF and BOS*

e. Develop List and Discuss Things to do:

- *See comments / notes above*

f. Open issues:

10. Notch Road Municipal Center Demolition

- *Minimal discussion due to limited attendance.*

b. Develop List and Discuss Things to do:

- *Previous discussions, and outstanding:*
 - *Who is using this facility... where to move too?... how quickly can they move out?*
 - *Senior center... Closed during demo?*
 - *When to perform? During school year or when schools are closed?*
 - *Previous efforts to renovate or tear down? Request information.*
 - *Environmental reports... request copy*
 - *What work was done to deal with contaminated materials? What is left still to handle?*
 - *Is Design build acceptable to the town?*
 - *Jeff to provide draft of typical db for demo...*

c. Open Issues: *none*

d. Schedule: Milestone timeline development and discussion..

- *No discussion*

11. New Business: nothing permitted due to "Special Meeting"

12. Discussion on Possible Future Meeting Location / Dates:

- *See above notes regarding attendance and meeting times*

13. Adjourn:

- *john.. second Stacy, 8:07 pm (estimated time)*

Please see minutes of subsequent meetings for corrections to these minutes and any corrections hereto.