

TOWN OF NORTHFIELD
EMERGENCY SERVICES FACILITY BUILDING COMMITTEE
WEDNESDAY, MARCH 15, 2023, AT 4:00PM
VIRTUAL HYBRID (ON-LINE) MEETING

MINUTES

1. Call To Order
 - a. S. Dunnell called the meeting to order at 4:01PM
 - b. Committee attendance: Chief Skip Dunnell, Stephen Seredynski, Chief Mark Fortier, Bernie Porada, Andrea Llamas, Heath Cummings.
 - c. Consultants: John MacMillan, CBA; Matthew Sturz, Colliers; Anthony DiLuzio, Colliers.
 - d. Public Attendance: Bee Jacque, Pamela Eldridge.
2. Previous Meeting Minutes
 - a. Meeting minutes of March 1, 2023;
 - i. Motion made by B. Porada to approve, Second by S. Seredynski
 - ii. Motion PASSES, Unanimous by roll call vote.
3. Budget, Contracts, Invoices
 - a. CBA Invoice #6653, in the amount of \$407,215.67, dated 3/7/2023
 - i. Motion made by B. Porada to approve, Second by S. Seredynski.
 - ii. Motion PASSES, Unanimous by roll call vote.
 - b. Colliers Invoice #825750, in the amount of \$28,952.50, dated 3/6/2023
 - i. Motion made by S. Seredynski to approve, Second by B. Porada.
 - ii. Motion PASSES, Unanimous by roll call vote.
 - c. Colliers reviewed the soft costs/project budget information that had previously been presented to the Finance Committee on 3/13/2023. Exhibits included an annotated Financial Status Report and a Cashflow Projection.
 - i. The spreadsheet presented had been annotated by Colliers to show the updated Cost Estimate based on the 100% complete Bid Documents from CBA. This estimate indicates that the project remains on target relative to the construction budget, inclusive of the Bid Alternates.
 - ii. Colliers reviewed what items comprised the “soft costs” – Furniture, Fixtures, Equipment, Designer and OPM fees, and other items not related to actual construction. Colliers noted that the Radio Tower anticipated to be included in the project will likely be able to be eliminated, representing a potential savings of approximately \$150,000. Further, Colliers noted that some funding had been allocated for “program-related equipment”, identified as miscellaneous items specific to Police, Fire, or EMS activities that may need to be purchased as the Departments settle into the new building.

- iii. Colliers reviewed Soft Costs and Expense items as described in the Financial Status Report. It was explained that expenses include items such as Insurance, borrowing costs, BidDocsOnline (electronic bidding platform), Materials Testing (concrete strength, compaction of soils), the Project Sign, and other reimbursables.
- iv. The provision of Owner's and Construction Contingency was explained to the Committee to cover unforeseen changes or conditions during the Construction phase.
- v. Colliers summarized that, inclusive of the recommended budget amounts for Soft Costs and Contingency, the current estimated Total Project Budget was approximately \$15,965,400. Colliers advised that the Finance Committee had few questions and did not take any exception to any of the information presented to them.
 - 1. B. Porada advised that the Finance Committee had received regular updates as the project progressed over the past year and was not surprised by any of this cost information. The primary hurdle with the Finance Committee is anticipated to be the overall cost of the project, although the Committee understands that this project is subject to current price trends in the construction market. There was no stated opposition to the project as presented.
- vi. Colliers presented a Cash Flow, broken out by quarters and showing both quarterly and cumulative costs [attached for reference].
 - 1. Colliers advised that once construction starts, the Cash Flow would be presented on a monthly basis to capture this information to a finer degree of detail as will be required.
 - 2. S. Dunnell asked to confirm if the proposed Cash Flow document was being shared with the Town's financial advisor to assist in calculating the financial impact to the Town. Colliers advised that it was, and that Colliers had not yet received a response with further information based on this. A. Llamas advised that she had been in touch with the financial advisor and that he was working on this using the numbers provided by Colliers.
 - 3. Colliers further clarified that project costs that had been expended to date are not included in the amount that would need to be financed, as the Town has already appropriated and spent some funds and so does not need to borrow those funds.
 - a. A. Llamas advised that there may be additional funds directed to the project from the Cell Tower fund and Capital Stabilization fund.
- vii. A Motion was made by B. Porada to accept the presented Proposed Project Budget as presented by Colliers, for inclusion in the Special Town Meeting Warrant. Seconded by S. Seredynski.
 - 1. S. Seredynski added that he felt it was important that the Public be aware of how much expense had been invested in the

project to date at the Special Town Meeting. Colliers asked to clarify whether the Town was looking for a number that was “Paid to-date” or “Encumbered to-date”. It was decided that Colliers would present the Encumbrance number to fairly represent the amount invested to date.

2. Motion PASSES, unanimous by roll call vote (technical abstention by M. Fortier who had stepped away).
- d. Following review of other topics, CBA provided an overview of the updated Cost Estimate.
 - i. CBA advised that the cost has gone up incrementally from the reconciled DD Phase estimate, although as previously noted it remains within the expected budget. CBA also noted that the Alternates listed on the cover page were out of order and would be corrected. A fifth Alternate not listed was for the supplemental electrical service to allow for Level 3 EV charging stations in the future.
 - ii. Design Contingency has been reduced to zero, as the design of the building is complete.
 - iii. CBA reported that, generally, the numbers are fairly consistent between the Design Development estimate and the Bid Document estimate. CBA also confirmed that the updated estimate accounts for the eyebrow arches and other cosmetic changes resulting from public input.

4. Design Review

- a. The contents of the Public Presentation were discussed. A. Llamas advised that the presentation would be given the night of the Special Town Meeting, with the Meeting opened/recessed and then holding the presentation. The intent is to minimize the need to repeat the presentation materials and address any questions.
 - i. A. Llamas further suggested borrowing recap slides from the previous Public Meeting about the project to explain the project evolution to date before getting into the design of the building. Following this, A. Llamas suggested getting right into budget and anticipated costs. Anticipated total length of presentation would be 5-6 slides.
 - ii. CBA asked how much time would be allotted for the presentation. A. Llamas suggested budgeting an hour, and after discussion the team determined that the presentation should target about fifteen minutes, leaving about forty-five minutes for questions.
 - iii. A. Llamas advised that she was pursuing putting a possible debt exclusion on the ballot (independent of the project) so that it is in place if needed. The thinking would be that even if the debt exclusion vote fails, the project can still continue. It is not clear at this time whether a debt exclusion will be needed.
 - iv. The team also discussed presenting at the Senior Center during their coffee hour on the morning of 4/4/2023, to familiarize the Seniors with the project in advance of the Special Town Meeting vote.

5. Project Schedule Discussion

- a. Colliers reviewed an updated version of the timeline document presented at the previous meeting. [this UPDATED document is attached to these Minutes for reference]. Of note was the successful completion of the Prequalification process and the publication of the Documents on BidDocsOnline (electronic plan room).
- b. Colliers also added the Planning Board and ZBA meetings to the Timeline following the last meeting.

6. Pre-Qualification Committee Activities

- a. Colliers advised that the Pre-qualification Committee had held its final meeting on Monday, March 6, 2023 and completed its activities, summarized in the final Prequalification Committee Report [attached for reference]. Colliers showed the Committee the final document as issued and advised that all Contractors had been advised of their Pre-Qualification status.

7. Permitting Status

a. Conservation Commission

- i. S. Seredynski asked what the ANRAD Approval entailed. CBA advised that this was to formally come to an agreement between the design team and the Conservation Commission about the extents of wetlands on the site. This is useful for determining setback lines needed for certain types of work and is a necessary precursor to the formal Notice of Intent filing to Permit the project. The ANRAD filing does not itself affect whether the project will be permitted, but is the starting point for the dialogue with the Conservation Commission in setting the Order of Conditions site development must follow.
- ii. The project team expects the Conservation Commission to approve the flagging and close the ANRAD hearing following their meeting on March 15, 2023. PLACES will attend a subsequent Conservation Commission meeting to present the Notice of Intent and other Permitting documentation.
- iii. CBA advised that the DEP will have 30-45 days to review the proposed design once the Notice of Intent is submitted. CBA advised that any changes requested by DEP would need to be incorporated via Change Order during the construction of the project. CBA further advised that any such changes would involve site work, with the expected cost impact of these changes being "incremental".

b. ZBA

- i. Colliers advised that the ZBA hearing was scheduled for March 28, 2023. A. Llamas advised that this is typically an evening meeting, although the team will confirm what time this will be held.

c. Planning

- i. The team is scheduled to meet with the Planning Board for a Site Plan Review on 3/22/2023, at 4:00pm.

- ii. S. Seredynski asked to confirm who would be physically present at Town Hall and who would be participating via Zoom, as the meeting was going to be held in a hybrid format. CBA advised that PLACES would attend in-person, and that CBA would attend in person if possible. A. Llamas indicated virtual attendance. S. Dunnell indicated in-person attendance. Colliers advised that they would have one attendee in-person and one virtual.
 - d. Colliers also advised that MassDOT permitting was underway, as Main Street is technically owned by MassDOT as a State highway.
- 8. Public Comment Period**
- a. P. Eldridge asked regarding the team's confidence that all of the deadlines laid out in the Timeline could be met. S. Seredynski expressed confidence from the Planning Board perspective. CBA advised that the project appropriation was being made at the Special Town Meeting as a lump sum, and that any subsequent changes to the project with a cost impact would be drawn from the Contingency allowance within the project budget. The only foreseeable item that holds the potential to derail the project would be the ZBA not granting the front offset variance.
- 9. Next Meeting / Adjournment**
- a. The next Meeting will be scheduled for Thursday, 3/30/2023, at 4:00pm.
 - b. The Committee also agreed to meet on Thursday, 4/13/2023, at 4:00pm.
 - c. Motion to adjourn by B. Porada, seconded by S. Seredynski, 5:20PM, **PASSED** by unanimous roll call vote.

AGENDA ITEMS LISTED ARE THOSE REASONABLY ANTICIPATED BY THE CHAIR TO BE DISCUSSED AT THE MEETING. NOT ALL ITEMS MAYBE DISCUSSED AND OTHER ITEMS NOT LISTED MAY BE BROUGHT UP FOR DISCUSSION TO THE EXTENT PERMITTED BY LAW.