

[NORTHFIELD SELECTBOARD MEETING MINUTES]

September 28, 2021

Northfield Town Hall
69 Main St

Selectboard Present: Heath Cummings, Chair; Barbara “Bee” Jacque (joined 5:53 pm), Vice Chair; Alexander Meisner; Bernard Boudreau, Clerk; Mary Sullivan-Bowen(joined 5:53 pm)

Also Present: Andrea Llamas, Town Administrator; Sandra L. Wood, Town Secretary; Tyler Bourbeau, BNCTV

Others Present: Acting Police Chief Alex Pirozhkov, Emergency Services Facility Committee; Dave Quinn, Emergency Services Facility Committee (joined 6:00 pm); EMS Chief Mark Fortier, Emergency Services Facility Committee (joined 5:55 pm) Neil Joyce and Scott Lubker, CMS; Ken Guillette, Tony Delusio & John Bates, Colliers

Meeting was called to order at 5:50 pm

- General discussion on presentation of questions
- **Interview with CMS**
 - Neil Joyce introduced the company and gave a visual presentation
 - CMS has done 14 public safety projects
 - The focus in the Designer Selection process is that not every designer is right for every project.
 - Studied the 2012 project
 - The proposed parcel located north of Dickinson Library is smaller than ideal and may have wetlands issues. They are aware of sites on Maple and East streets
 - Scott Lubker gave an example of a small lot design from the town of Lexington
 - Works with Green Communities for sustainability
 - Project Objectives: cost, quality, time & scope
 - Reporting monthly
 - **Roundtable Questions -Responses**
 - Ensuring contractors stick to the schedule of deliverables and milestones, any late deliveries? - delivered two projects late, both due to default of contractor withdrawal from the project
 - Experience with MGL Ch. 149/149A and what is the difference? -almost 70 completed municipal projects, several were 149 and in the last 10 years a half dozen were 149 A at risk projects. 149 are traditional construction (design, bid, construct) and 149A qualifications are based on the construction manager being part of the design team and part of owners’ team moving through design and getting to construction. Construction manager executes guaranteed maximum price amendment finalizing the total cost. Assumes role of general contractor. Leftover funding goes back to the owner. Process is easy but not always cheaper.
 - What is a challenging situation company may have experienced, how was it handled? – Material delays a challenge to bid a project. Example of issue with glass company and working around deadline and availability of material.
 - If selected for this project how often are you onsite? – full time site representative 40 hours per week when contractor working, we will be onsite. Increase during weekly/biweekly meetings. Always available to address any situation.
 - Of time you are there who from town checks in? – Member of building committee/building inspector/chiefs
 - How would CMS manage multiple projects in the area? – different personnel at each project

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- How are you going to show us your dedication and values? – in two ways, bottom line and service level
 - What are your Firm’s quality control? – Work with the designer & committee. As the project progresses, check costs and follow through to construction. Clerk onsite does quality checks to make sure not overpaying. Not afraid to ask questions up the chain. Make sure you are getting quality for the money.
 - How do you deal with non-professionals on finances? – rely on our expertise. Keep reporting simple and transparent.
 - What type approval authority expected for OPM to deal with multiple stake holders in possible disagreement? - Hold informal information sessions for feedback. Listen to goals, filter out and work with designer & committee with wants and needs in mind.
 - How do you deal with a difficult client? If contractor or designer does not mesh with client how do you deal with difficult personalities? - try to separate emotion from fact. Build trust.
 - Has your firm experienced generating public support? – Frequently asking questions, educating the public. Getting to common ground.
 - How will you incorporate green alternatives into project? How avoid diesel plume? – scrubbers can be attached to equipment to keep environment safe and clean. May create a thinner pool of contractors to pick from. Establish reasonable goals and keep cost effective.
 - What makes designers different? – need to have dialogue on what the community would support and direct to designers specializing in a style based on input.
 - Experience working with archeological and wetlands consultants? – civil engineer contracted through designer and not directly with OPM but work collaboratively with them. We notify MA Historic of the site location and the provide feedback.
- **Interview with Colliers**
 - Visual presentation with overview of core and support staff
 - Examples of projects in proximity of Northfield
 - Review of site selection options from input provided from the client; cash flow charts and schedules;
 - Design phase steps, finance management, quality assurance and scheduling
 - Public outreach for input options
 - Construction phase review
 - Sustainability-energy efficiency
 - Colliers 360- designed for Colliers for client use as an onsite management tool
 - Utility rebate program specialist on staff
 - **Roundtable questions and responses**
 - What have you had for late deliveries? - proactive with projects staffed to meet deadlines. Constantly monitor. Example of inexperience on part of contractor made on project close to being late.
 - What is your experience with M.G.L. 149 and what is the difference between 149 & 149A? – NCCPO certified. Pros and cons to each delivery method. CM at risk if more flexibility needed. New project should have no problem with traditional 149. Example of CM at risk for a renovation project.

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- What entities within Colliers will you be using, or do you use outside sources? - no preconceived notion to use inhouse departments without going through same bid process as anyone else.
 - If we go with another service would you use your inhouse resources to review for us? – yes, we look out for your best interest.
 - How often are you onsite? – Daily oversight.
 - Who do you meet with as a representative of the town? – differs town to town. Whole committees, single representatives. We ask to have a financial subcommittee that can meet more often. Weekly, owner/ architect/ contractor meeting. As building progresses past foundation, police etc. notified to join the weekly meeting. Third party testing reports will be provided.
 - How project not interfere with others locally and do you have any other local projects? – Bernardston and Ashby
 - Do you have specific people assigned to different projects? – if requested a single person can be assigned to Northfield.
 - Who owns Colliers? – John Winikur, Colliers Project Management
 - How will your team show dedication and passion to the necessary participating boards? - This is all we do. Passion is being owner's representative. Like municipal and commonwealth projects. Building relationships.
 - Do you have direct communication with John Winikur? - yes.
 - Do you outsource the design? What separates designers? - We are not the designer. We help with the selection process. Owner will be working with them for a couple years.
 - What are your quality control procedures? – checking with engineers and architects on staff, being onsite, communicating with contractors and owners. Cost/Quality/Schedule works together.
 - How do you communicate cost with us? – Colliers 360 is comprehensive along with a full financial status.
 - What approval authority would the OPM have? – Zero. Owner approves
 - How deal with multiple stakeholders at odds? – Got to fit budget. We can bring both sides.
 - Have you dealt with historical and archeological consultants? Archeological consultants, yes. A lot of experience with MA Historical experience. Conservation, state DEP experience. We represent the project on your behalf
 - Ever had to walk off the job? Situation dealing with difficult client? – Adapt style to personalities. Never walked away from a client.
 - Strong passion for energy efficiency, what will you do to employ effective green techniques? – Sustainability expert on staff. Plan for the future. Cost spectrum will be addressed.
 - Will proposed spectrum include green and not so green? – full spectrum will be researched and presented.
- **Post Interviews**
 - Discussion on checking references and moving forward. After ranking, Selectboard will solicit price. Once the OPM is hired a team will be put together to work through the project.

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- Ranking of number 1 choice: Colliers, 7; CMS 1
- Motion by Jacque, seconded by Boudreau the board voted to select Colliers as number 1 and instruct the Town Administrator to move forward.
- Motion by Cummings, seconded by Meisner the board voted to adjourn at 8:45 pm.

Recorded by Sandra L. Wood, Secretary

Selectboard Clerk

10/19/21
Date Approved