

PUBLIC SAFETY FACILITY COMMITTEE MEETING

JULY 10, 2018

TOWN HALL ROOM B2

CALL TO ORDER

Chair R. Weatherall called the meeting to order at 7:05 with the following members present: L. Alexson, Chief P. Nikas, P. Dziadose, Dep. Chief A. Theriault, R. McShera, R. Donahue, P. Polonsky, C. Surpitski, and J. Emerson. Absent: T. Howe, H. Schwartz.

Newly elected representative from the Fire Department Keith Carlson was present as well, sitting in until he has been duly sworn in.

CITIZENS' QUERIES

None.

PSFC WEBSITE LINK

Chief Nikas has spoken with Sergeant Eric Copithorne who is able to put up links both on fire and police websites to provide documents and photos.

UPDATE ON SELECT BOARD/NIKAS MEETING OF 7/9/18

Chief Nikas spoke of design selection policies and procedures that have to be written and approved by the Select Board. Currently the Town Manager Anthony Marino has written policy in place. The TM will be signing for the Town.

Rob spoke to the Purchasing Agent re need for an Owner's Project Manager (OPM). His answer is yes, and he will provide PSFC with a copy of process that the schools have already done. More help is available from the Atty. General's office.

Ryan McShera distributed a pamphlet entitled "Designer Selection Process", spelled out in simple outline how the process and the players develop with the basic steps. He also included three pages of what the feasibility study is.

Chief Nikas presented to committee members copies of his draft entitled "Town of Ipswich Designer Selection Policy & Procedures", dated 7/10/18, for study and commentary at the next meeting. He put it together from reviewing other towns' selection policies/procedures ("boiler-plate" material for the most part) which must be reviewed and approved by the Town Manager and Select Board.

Linda asked if PSFC should make a recommendation about the size of the committee which will review applicants for the feasibility study. In discussion, consensus was reached that the current members of PSFC will be the committee which will read all the applicants' submissions and narrow the field to three applicants. Once the three finalists are selected, the TM will review them. Should all three not produce results, then applicants 4 – 6 would be reviewed. The Selection Committee will review merit of the applicants, not the price for the work of the project. Charlie S. commented that price is negotiated with the TM.

RFQ DRAFT PROCESS

Chief Nikas distributed a draft entitled “Town of Ipswich Request for Qualifications (RFQ) Design Services—Feasibility Study, Ipswich Fire & Police Stations”. The PSFC Committee will review/make recommendations at the next meeting. After Town Counsel and TM review, it is advertised in newspapers and on the website. The Chief gave an outline of an architectural firm’s work: study police and fire sites, analyze special needs for each facility while determining what they are lacking, assessing whether the sites/facilities can be fixed or whether they should be moved to other sites. Then the firm puts together a suitable design to include all the branches that we have in both departments. Once done, they will provide schematic design as well as environmental impacts and give a timeline. From there, PSFC tells the Town what we need.

Bob W. asked for reassurance that PSFC is keeping to the time schedule.

APPROVAL OF MINUTES

Mr. Weatherall added detail to Mr. Rauscher’s questions. Rob Donahue moved to accept Amended Minutes of 6/19/18, seconded by Charlie Surpitski. UNANIMOUS.

NEXT MEETING/ADJOURNMENT

PSFC will meet on July 24, 2018, at 7 p.m. in Room B2 of Town Hall.

Mrs. Alexson moved, seconded by Mr. Weatherall, to adjourn at 8:05 p.m.
UNANIMOUS.