

Approved at the March 4, 2019, business meeting

**Town of Rehoboth
Municipal Building Study Committee
Notes of the Meeting on February 13, 2019
Location: Council on Aging Building**

Present: Frank Barresi, David Foss, Bill Maiorano, Joseph Nunes, James Medeiros, Carolyn Panofsky, Richard Panofsky

Guests: Selectman James Muri; Edward Rowse, architect; Marc Zawatsky, CGA Project Management

Excused: Helen Dennen, Scott Meager

Call to Order: 5:05 pm

Minutes of Meeting on December 18, 2018. The draft had been distributed by email. D. Foss moved approval as written; F. Barresi seconded; motion carried.

1. Continue review of conceptual plans

- Ed Rowse handed around a copy of the new architectural drawing for the animal shelter. R. Panofsky indicated it looked appropriate and consistent with the regulations and standards that went into its planning. R Panofsky explained that Animal Control Officer (ACO) Rob Johnson had previously reviewed the regulatory requirements with the Animal Advisory Committee.

2. Next steps, process and timing

- The MBSC discussed the timing of going forward with the 1.1M debt exclusion request at Spring Town Meeting, with an understanding that there is the possibility of delaying until fall. The potential for other tough budgetary issues on the Town Meeting agenda was discussed. J. Muri will research and confirm if approval at fall special meeting would require a 2/3 vote, compared to 50-50 at the spring regular meeting. The MBSC will proceed with the intent to be prepared for a vote at the spring town meeting,
- M. Zawatsky clarified the main steps in the process and their sequence. The following steps will be taken before the town vote.
 - Draft the Request for Proposals (RFP) document that seeks an OPM (Owner's Project Manager) for our project. State law requires an OPM for projects this size. The MBSC would organize the criteria and stipulations and prepare the RFP draft document. The RFP would state that awarding the contract would be contingent upon the money being appropriated by Town Meeting. Ideally the process of seeking and reviewing proposals can be concluded by the time of the town meeting vote.
 - Draft the RFP document that seeks an Architect/Engineer for our project. The MBSC would organize the criteria and stipulations and prepare the RFP draft document. The RFP would state that awarding the contract would be contingent upon depend on the money being appropriated by Town Meeting. It is the intent of the MBSC to obtain and review proposals prior to the time of the town vote.
 - The MBSC requested support from CGA with an outline of typical components for the OPM RFP and A/E RFP. M. Zawatsky indicated that the requested information could be provided in approximately three weeks. With that information in hand, the MBSC can work with Helen Dennen and the Board of Selectmen to assemble the information and draft the RFP documents. Following publication in the Central Register, it is anticipated that the RFPs will be out for public bid for three to four weeks.
 - The MBSC will also need to prepare specific milestones and schedules.
- The MBSC requested that CGA provide an outline of action items and costs analysis of the "do nothing scenario." The idea that there is significant cost associated with attempting to rehabilitate (if

feasible) the existing Town Hall, Fire Station and Police Station facilities. Previous studies would form a basis, escalated to reflect 2020 and 2021 construction costs and with the addition of key elements that have emerged recently, such as a new state requirement that our buildings meet OSHA standards. The comprehensive study by Russo and Barr will be used as the baseline. F. Barresi will locate studies done previously for the Safety building and provide information relative to OSHA requirements.

- J. Nunes moved that the MBSC will initiate and conduct the process to procure OPM and A/E services through RFPs, which will state that awarding of bids is contingent on funding approval by town voters. C. Panofsky seconded. The motion carried unanimously.
- The MBSC discussed hosting four public information sessions prior to town meeting vote. After discussion of possible dates, a first date was established for Monday, March 28, at 7 pm. This will be announced in the next Reporter as well as other public information forums. At the next committee meeting, we will decide on three other dates, in time for a notice in the April Reporter. We plan to consider using different days of the week, including Saturday, and having one occur at a BOS meeting. D. Foss and J. Nunes offered to prepare materials (talking points) for review at the next meeting. Members should individually send Joe examples for Questions and Answers to be included on an FAQ web page.
- We would like to have a dedicated email address for citizen inquiries and other input. Jim Muri will ask Derek Rousseau for this.

3. Other business: Any other business which may come before the MBSC

- The next meeting will be Monday, March 4, 2019, at 5 pm.

Adjournment

- R. Panofsky moved to adjourn at 6:20 pm; C. Panofsky seconded; motion carried.

Respectfully submitted,

James Medeiros, Chair

Richard Panofsky, Clerk

MBSC Agenda Workshop Meeting February 13, 2019 Senior Center 5:00 pm — Call to Order Business for discussion Continue review of conceptual plans Next steps, process and timing Other business: Any other business which may come before the Committee
