

BUILDING FACILITIES CONSTRUCTION COMMITTEE  
WEDNESDAY, SEPTEMBER 20, 2023  
RESOURCE ROOM

Attendance: Chair Shirley Mosczyński, Vice chair Linda Brown, Ray Clontz, Bob Werme, Fred Fontaine, Matt Wojcik Town Administrator, Matt Benoit Community Development Director

Shirley Mosczyński called the meeting to order at 10:05 am.

1. (0:40 TS) 2024 Meeting Schedule – Possible votes  
The only issue with the schedule is the June meeting that falls on Juneteenth.  
(1:20 TS) Motion to move the June meeting to June 12<sup>th</sup> made by Ray Clontz, 2<sup>nd</sup> by Linda Brown.  
The vote passed unanimously.
2. (2:00 TS) BOS Assignment – Needs assessment and feasibility considerations supporting options for Public Safety and/or Highway Department Building projects.  
Mr. Wojcik stated that they are going to push this vote on the plan to the May town meeting because the November town meeting does not give them enough time as a staff and a group of boards to educate the members and get the word out to the public. He does not want to rush this because it also involves borrowing. Mr. Wojcik is planning on putting up conceptual drawings at the November town meeting in a separate area and have handouts to interested taxpayers to start the education process to the public. They will either have a special town meeting for this or wait till the May town meeting, he is leaning towards preferring a special town meeting. The town will probably be negotiating with the owner of some real estate and going through the process under Chapter 40b for arriving at a price for that real estate and only town meeting can purchase an interest in real estate in Massachusetts so it will be brought to town meeting for a vote. Mr. Wojcik does not want to share the budget amount at this time because he feels it is too high and they will be making adjustments to bring the cost down.
3. Administration Report on Projects in Progress:
  - a. (15:30 TS) Status of Oil Spill – Nothing new to report, the lab is still analyzing.
  - b. (16:20 TS) Green Communities – Mr. Benoit stated that they do not have a response for the grant yet, he expects a response in September or October. Mr. Wojcik stated for future reference the towns consultant identified the age of the transformers at the school campus as an issue. Mr. Wojcik doesn't make the decisions, but his recommendation is that this is non-negotiable and needs to be addressed. The plan is to release a number for the capital budget and immediately deduct the cost of the transformers.
  - c. (19:50 TS) Municipal Backup Generator (#2019-10) – The Generator will be here in the spring.
  - d. (20:05 TS) Municipal Main Roof Replacement – They may still go out for a bid in the near future, but it will be for spring work, the architects identified some issues that will be addressed. Town meeting has approved almost enough funds to meet the engineers estimate of the roof project including the elevator roof and will need to be increased by about \$20k to \$30k. The funding must be solidified before going out to bid so they will be doing that at the fall town meeting.
  - e. (23:25 TS) Municipal Fire Alarm (#2019-03) – This is on hold until the roof is done.
  - f. (23:30 TS) Fire Station Upgrade/HVAC (Generator/Electrical) – Weston and Sampson has agreed to provide the town with the architectural services needed for the interior and next week the town will sit down with Weston and Sampson and MacRitchie to collaborate.
4. (24:55 TS) ARPA Funding and Qualification Discussion – Possible votes

The Massachusetts General Assembly gave the town \$25k in an earmark for the design services and the next invoice will go against the state grant to try and preserve the ARPA funds. The town has 14 months to use the ARPA funds and the bulk of the ARPA funds is allocated to the water main project up Depot Street. It needs to be allocated to a contract by December 31, 2024, and needs to be spent by 2026.

5. (27:55 TS) Meeting Minutes: July 19, 2023 & August 16, 2023 – Possible votes  
(28:25 TS) Motion to approve the meeting minutes of July 19, 2023, as written, made by Linda Brown, 2<sup>nd</sup> by Fred Fontaine. The vote passed unanimously.  
(28:55 TS) Motion to approve the meeting minutes of August 16, 2023, as amended, made by Linda Brown, 2<sup>nd</sup> by Fred Fontaine. The vote passed unanimously.

Upcoming Meetings: October 18, 2023 & November 15, 2023 – Possible votes

(33:00 TS) Open Session for Topics not reasonably anticipated 48 hours in advance of meeting.  
NONE

(33:10 TS) Motion to adjourn the meeting made by Linda Brown, 2<sup>nd</sup> by Bob Werme. The vote passed unanimously.

Respectfully submitted,

Stephenie Gosselin