

**Board of Selectmen's Joint Meeting  
May 14, 2018 -- 11:00 AM  
Town Administrator's Conference Room  
155 Village Street**

**Present:** Maryjane White, Chair; Dennis Crowley, Clerk John Foresto, Member.

**Absent:** Richard D'Innocenzo, Vice Chair; Glenn Trindade; Member.

**Staff Present:** Allison Potter, Assistant Town Administrator; Barbara Saint Andre, Director, Community and Economic Development.

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At 11:00 AM Selectman White called the meeting to order and led the Pledge of Allegiance.

**Public Comments:** None

**Vote: Refer Proposed Street Acceptance, Land Conveyance and Infrastructure Acceptance for Candlewood Drive and Island Road Subdivisions to Planning and Economic Development Board**  
and

**Vote: Accept Layout for Street Acceptance, Land Conveyance and Infrastructure Acceptance for Candlewood Drive and Island Road Subdivisions**

*The Board reviewed (1) Memorandum dated May 10, 2018 from Susy Affleck-Childs, Planning and Economic Development Coordinator, (2) Map of Candlewood Drive "As Built", (3) Candlewood Drive Street Acceptance Plans, and (4) Map of Island Road Subdivision "As Built"*

Barbara Saint Andre stated that, prior to the vote by Town Meeting, the Board needed to refer the intent to lay out these streets as public ways to the Planning and Economic Development Board (PEDB) for a report and recommendation. The PEDB could handle this at its meeting prior to Town Meeting. The Board of Selectmen also needs to vote its intent to lay out these streets as public ways. Ms. Saint Andre stated the Board could vote all four motions as printed in Susy Affleck-Childs' memorandum.

**Selectman Foresto moved all four motions as printed in the memorandum. Selectman Crowley seconded. No Discussion. Vote: 3-0-0.**

**Approval: Contract with Helene Karl Architects, Inc. for the Design of the New Department of Public Services Facility – \$580,060**

*The Board reviewed the contract.*

Owner's Project Manager, Tim Bonfatti, of Compass Project Management, participated in this conversation via conference call.

Mr. Crowley commented that the provision for six public meetings in the contract is likely to be insufficient and the Town will have to pay for additional meetings as the project moves through the permitting process. Mr. Bonfatti stated the project is not complicated and they may be fine with just the six meetings. Mr. Crowley asked what the cost of the permanent equipment and fixtures was going

to be. Mr. Bonfatti answered that the designer will work with the Dept. of Public Services to determine its needs. The designer is not doing equipment and furnishings that are not fixed. Mr. Bonfatti referred to #7 in the Scope and Fee Proposal, which addresses this issue. Mr. Crowley commented that his calculations have the cost of this project at \$12M and that does not include equipment. He asked for an estimate of the equipment. Mr. Bonfatti stated it would be in the range of \$200,000 or less. Mr. Crowley asked why #6 in the contract was crossed out. Mr. Bonfatti answered there is no real feasibility study phase. The designer asked to delete that and Mr. Bonfatti had no problem doing so. He referred the Board to 2.1.1. in the Scope and Fee Proposal. That is what the designer will be doing. Mr. Crowley asked about Article 7 of the contract. He said this is the only place where it says what the designer is going to do. Mr. Bonfatti responded he is comfortable with that. It is laid out in Exhibit A (the Scope and Fee Proposal). Mr. Crowley got clarification that professional liability insurance is the same as errors and omissions. He noted that the certificate was expiring this month and requested the Town obtain a new certificate. Mr. Crowley then asked who is doing on site construction management. Mr. Bonfatti said Compass Project Management will do that. There was discussion about whether this would require a full time presence and Mr. Bonfatti responded that could be better determined once the contract is bid.

**Selectman Foresto moved to approve the contract with Helene Karl Architects, Inc. for the design of the new DPS Facility. Selectman Crowley seconded. No Discussion. Vote: 3-0-0.**

**11:20 AM Selectman Foresto moved to adjourn the meeting. Selectman Crowley seconded. No Discussion. Vote: 3-0-0.**

Respectively Submitted,  
Allison Potter  
Assistant Town Administrator