I. Call to Order/Roll Call
Chair Feldman called the meeting to order at 7:31AM in the Training Room of the Municipal Services Facility. Present were Chair Rick Feldman, Mark Johnson, Janet Nicosia, David Giangrande, Ellen Keller and Dan Casper. Also in attendance were Brian Defilippis, Chief Mansfield and Ellen Light, Context Architecture. The meeting was taped but not live cablecast.

II. Approval of Minutes – August 2, 2019
Upon motion duly made by Mr. Johnson and seconded by Mr. Casper, it was unanimously voted to approve the above minutes. Motion passed 6-0.

III. Update on Municipal Services Facility
Ms. Nicosia welcomed the committee to the new home of Department of Public Works and Plant and Facilities, both departments “fully moved and operating.” She reported that efficiencies had already been realized by both departments sharing one building.

Ms. Nicosia and Mr. Defilippis updated the committee on the remaining items on the punch list, and discussed the attached financial summary and contingency. She updated the committee on the process for installation of the wash bay system, and the advisability of her recommendation of utilizing WES in the procurement process rather than going out to open bid.

Following discussion and upon motion duly made by Mr. Feldman and seconded by Mr. Casper, it was unanimously voted to approve up to $350K in contingency to purchase the wash bay system in accordance with Ms. Nicosia’s recommendation. Motion passed 6-0.

In addition, following discussion, and upon motion duly made and seconded by Mr. Johnson and seconded by Mr. Giangrande, it was unanimously voted to approve the expenditure of $35,112K for the “CO/13” improvements recommended by the Andover Electrical Inspector.

Ms. Nicosia advised the committee on the plans for landscaping (see attached.) Following discussion, it was the consensus of the committee to be presented with the comprehensive plan for the design and installation of the site landscaping.

Ms. Nicosia concluded her report by stating that the old Town Yard was officially closed and a hazmat study was underway.
IV. **Update on Ballardvale Fire Station**
Ms. Light of Context Architecture updated the committee on the progress of the project. Design Review Board and the Ballardvale Historic District Commission meetings are scheduled for September 11th and the Conservation Commission hearing was closed. A working group meeting to review the costs will be held on September 27th.

Chief Mansfield advised the committee of his tour of the Burlington Fire Station and his takeaway of what “worked and didn’t work” and his related advice to the committee.

He also reported that the 161 Andover St. had been demolished and foundation infilling planned, and Mr. Defilippis reported that site perc tests would commence. Chief Mansfield reported that discussions were underway with a nearby business owner to arrange a construction laydown area. He also reported that costs for various interior items for the new structure were being solicited. Discussion ensued.

V. **Senior Center at Punchard Project**
Ms. Nicosia updated the committee on the progress of the project. She reported that determinations were being made for those items that would be saved and subsequently moved, and a relocation plan for the Senior Connection and other programs, as well as the kitchen services. Construction timeline is January-December 2020. A parking management plan also would be developed, including the extra parking made possible by gas restoration allowance. Discussion ensued. It was the consensus of the committee that Mr. Bargmann would be invited to make a presentation to them by the end of September.

VI. **School Projects**
Mr. Johnson reported that a design review had been completed, and a decision from MSBA on West Elementary was expected by October 1.

Mr. Johnson also reported that the MSBA was planning a site visit to the High School on September 25th and its decision would be rendered on December 1st. He was encouraged by the prospect of a site visit and its anticipated positive impact. Discussion ensued.

VII. **Other Projects**
Needed renovations to Town Hall are being considered within the Capital Improvement Plan due in October.

**Next Meeting**
Friday, October 4 @ 7:30AM – Select Board Conference Room Town Hall.
Adjournment
Upon motion duly made by Mr. Johnson and seconded by Mr. Casper, it was unanimously voted to adjourn. Motion passed 6-0. Meeting adjourned at 8:27AM.

A tour of the Municipal Services Facility followed.

Respectfully submitted,

Christine Martin Barraford
Recording Clerk

Attachment: 5 Campanelli Drive Financial Summary