



TOWN OF BOXBOROUGH

BOARD/COMMITTEE: Boxborough Building Committee
MEETING DATE: June 29, 2022
TIME: 7:00 PM
PLACE: Virtual Meeting - this meeting is being conducted via Remote Participation, pursuant to the Current Executive Order of March 12, 2020.

BBC members: Gary Kushner, Les Fox, Ralph Murphy, Owen Neville, Hugh Fortmiller, and Bill Litant

Missing: Becca Edson, Maria Neyland, Diana Lipari, Larry Grossman, Bryan Lynch, Than Stuntz

BBC Advisory: Paul Fillebrown, Cpt Jason Malinowski (7:27)

Non-members: John Markiewicz

Roll call of attendees:

Al (Ralph) Murphy-present, Owen Neville-present, Hugh Fortmiller-present, Gary Kushner-present, Bill Litant-present, Les Fox-present,

Meeting called to order at 7:06 by the chair, Les Fox

.

The minutes of March 23 were reviewed.

Bill Litant moved and Hugh Fortmiller seconded

Al-aye, Owen-aye, Hugh-aye, Gary-aye, Bill-aye, Les-aye

Approved- 6-0

Team working on document (RFQ) request for qualification. Per input from IG's office, if dollar amount does not exceed \$30,000, solicitation is not subject to MGL c. 7C (Designer Selection). Further, solicitation of services of architects, engineers and related professionals is exempt under sec. 1(32A) of c 30B (Procurement). We can use best practice approach of obtaining three quotes. K&P counsel (Matt Feher) has reviewed document; Les awaiting answers on some questions. James DiGianvittorio is the interim police chief. Will need to meet with the new chief to review process to date. Submittal requirements to follow the Scope of work. Will pass to Rajon once we receive counsel

approval. Send to directed firms (Rajon and Jason and others including Larry to suggest names) and post on central register bulletin board.

Hugh raised some questions. Page 2, prior to section 3 to not review equipment, access and roads. Why telling bidders that maximum is \$30,000?

Section 7, selection criteria after receipt of respondents to Rajon. Ratings, to quantify the qualifications with 3 rating scores: highly advantageous, advantageous or not advantageous. Will need a set of reviewers and how to score? At least 2 finalists for review/presentation.

Could look at last 24 months of requests to obtain names and Jason has thoughts. Jason's previous experience was to use the entire committee. Scoring by each member is a public record and saved by the committee.

Timeframe discussed based on previous schedule earlier in the year. Plan to start on August 1 with receipt of documents. Need to consider vacation times. Request for Town meeting for OPM and initial costs. End of September to award a contract. A timeline is not required to be published but does help (per Jason).

A question raised regarding legal counsel and when can we expect a response. Les was expecting a response today prior to the meeting.

Next meeting will be August 17th at 7PM

No correspondence

Potential discussion on regional dispatch. To date no discussions with Boxborough. Concord-Acton with a potential of adding in Carlisle.

Hugh moved and Owen seconded to adjourn
Al-aye, Owen-aye, Hugh-aye, Gary-aye, Bill-aye, Les-aye
Adjourned at 8:11

LIST OF EXHIBITS:

1. BBC minutes for March 23, 2022
2. RFQ document

