

**Town of Newbury  
Municipal Building Committee/Town Hall Building**

**MEETING MINUTES**

DATE: January ~~26~~<sup>10</sup>, 2023

Present: Bob Connors (BC), Eric Svahn (ES), John Kellar (JK), ~~Dana Parker~~ (DP), Martha Taylor (MT)

Absent:

Bob Connors opened the meeting at 7:31~~2~~ a.m.

**Municipal Building Committee Charge**

A committee, consisting of 3 voting members, ~~(Bob Connors, Eric Svahn and John Kellar)~~ and 2 advisory members ~~(Martha Taylor and Dana Parker)~~ will be/have been appointed to work with architects and OPMs to deliver plans for and construction of a Town Hall that meets the needs of the Town of Newbury and will address the projected growth of same over the next 30 years. The committee shall coordinate all bidding and construction with the Chief Procurement Officer of the Town. No expenditure of funds shall be permitted without the approval of the Town Accountant and Chief Financial Officer. The Committee shall conform to all Open Meeting Law and Public Record Law requirements.

The Committee shall meet regularly and shall provide the Select Board with periodic updates. ~~The Meeting is held via Zoom and Roll Calls are performed for voting.~~

The January ~~26~~<sup>10</sup>, 2023 Open Meeting of the Newbury Municipal Building Committee (MBC) was conducted remotely in accordance with Chapter 107 of the Acts of 2022, which extends the Governor's March 12, 2020 "Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A § 20," until March 31, 2023. This Order suspends the requirement of the Open Meeting Law to have all meetings in a publicly accessible *physical* location and allows public bodies to meet entirely remotely so long as reasonable public access is afforded so that the public can follow along with the deliberations of the meeting. B. Connors stated at the beginning of the meeting that the MBC was convening by video conference via Zoom, as posted on the MBC's agenda, and that each vote taken in the meeting would be conducted by roll call vote.

**1. Tab 1: Meeting Minutes from ~~January~~<sup>December</sup> ~~10~~<sup>3</sup>, 2023~~2~~**

Meeting Minutes from the ~~Dec~~<sup>November</sup> ~~13~~<sup>5</sup>, 2022 meeting were reviewed.

MTJK offered ~~two~~<sup>one</sup> minor corrections, spelling of Dana Parker should be Dana Packer under Citizens Comments: Jack Rybicki is the correct spelling and in Jim Moran's comment, it should be "Square Foot and Budget Costs" instead of "Squared Foot."

JK made a motion and ES seconded the motion to accept the minutes.

The minutes were unanimously approved ~~as amended~~ without further discussion.

**2. Tab 2: OPM RFQ**

Final review these next two weeks with draft and services with Project Doc. Reviewed a communication from Jon Lemieux, Executive Vice President of the Vertex Companies, saying that Vertex is not available for this project. With that we will proceed with issuing an RFQ for an OPM. Next steps will be to have the current draft reviewed and finalized by MT, TB Tracy Blais

Commented [PB1]: Just my own feeling, but I still think there should be something indicating who the three voting members are and who the two advisory members are, so there is no confusion. Not quite sure how best to do that.

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Commented [PB2]: This is noted in the paragraph below, so I think it can be deleted here.

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Commented [PB3]: Rybicki

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~~(TB)/Procurement, and Procurement Town Counsel, then sent back to the committee.~~

"ProjectDog" (your central location for all online procurement needs) was discussed for use in the procurement process of the OPM.

### 3. Tab 3: Context (Architect) Layout/PlanContract.

Several comments were offered with the latest Context plan:

~~Context has received their contract addendum. The contract amendment with Context has been executed.~~

~~Jeff Shaw (JS) indicated he would be updating the plan/design based on refined program from MT and TB and the square footage parameters provided by BC at the meeting. He will prepare an updated schedule for the next meeting. We all agreed that we could go to bi-weekly meetings and even weekly when necessary.~~

- ~~1. Widen hallway to 60" to allow service windows to be located on hallway side allowing reception seating in lobby. "Dana Packer suggestion: expand footprint as needed.~~
- ~~2. Expand footprint to allow alignment of town clerk wall and elevator area. Eric suggestion~~
- ~~3. Create exterior vestibules at stairway 1 & 2 for staff/card reader access.~~
- ~~4. Reverse the floor plan to allow trash room to be located on west side of the building as dumpster pad/enclosure will be located in this area.~~

~~Context to update plan with these ideas.~~

### 4. Tab 4: Test PitsProposed Schedule

Test pits were dug in December in three locations on the High Street property. There were no surprises as marine clay was unearthed which will likely require foundation stabilization. An updated version of the schedule was reviewed.

### 5. Tab 5: Soil Borings

Soil Borings were taken on Tuesday, January 17, 2023. One day was all that was necessary to sample the sub surface conditions adequately. The invoice for these services was presented. A motion to accept was given by JK, seconded by DP. Voted unanimously to accept and forward with Warrant cover sheet with signatures. Digital signatures are acceptable. BC will sign and forward to JK who will sign and forward to ES for his signature who will forward to BC, JK, MT and Accounting.

TON Procurement has issued a Purchase Order to New England Borings to proceed with soil borings at the High Street site. Borings will take place Thursday, January 12<sup>th</sup>. A Geotechnical Field Engineer or Representative will be on site to observe the activity.

### Citizens Comments:

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Town of Newbury, Municipal Building (Town Hall Building) Committee  
~~0111/2615/2023~~ Meeting Minutes  
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~~Bill Dimio: Bill wanted to say how grateful he was that this building committee team was working on the Town Hall project after the results the same team produced with the police station.~~

None

On a motion made by J. Kellar and seconded by ED. SwannPacker, the meeting was adjourned at 8:37 a.m.

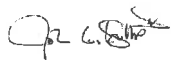
**NEXT MEETINGS:**

~~Thursday, January 26, 2023, 7:30 AM~~

Monday, February 6, 2023, 7:30 AM

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Respectfully submitted,



John W. Kellar, III, TON/MBC Clerk