

Pepperell Building Committee
Meeting Minutes

Thursday, January 21, 2021

I. Call to order

The meeting was called to Order by C. Lundeen at 6:35 pm via ‘Go to Meeting.’

II. Attendees

Members: Taya Dixon, Catherine Lundeen, David Scott, David Stairs, David Querze,
Others: Caroline Ahdab, Margaret Scarsdale, Martin Cadek

III. Absent

Joe LoBuono, Andrew MacLean

IV. Acceptance of Minutes

Motion to approve the minutes of the 1/7/21 meeting by D. Querze. Second by D. Stairs, and approved by unanimous vote with corrections noted.

V. Discussion/Action Items

a. Review of Draft

T. Dixon Mullane reviewed minor edits to draft report. Members accepted final draft of report. T. Dixon Mullane to provide Committee with PDF of final report.

b. Community Outreach Plan

i. Update on Other Audience Dates

PBA Zoom Meeting February 3rd

C. Lundeen coordinated with PBA to attend 4:00PM; will send a link to the meeting. Would like 2-3 committee members to attend. B. Borneman is available.

Public Schools

C. Lundeen and A. MacLean will reach out to School Committee representative and Superintendent to get on their schedule as this project will be a budget issue and would like to share information.

Senior Community

C. Lundeen will reach out to Susan McCarthy to identify date for possible meeting or invite community to a Building Committee meeting.

PTA

C. Lundeen will work with A. MacLean to identify representatives from each school PTA to arrange a meeting and they could then distribute information to their members.

ii. Establish Date for April Program

M. Scarsdale working on presentation for community outreach for Civic Engagement Night; approximately 8 minutes. Cathy - Schedule a date for a wider community meeting? Slides design to address specific questions on how the project could affect people and what it may cost.

M. Scarsdale ran through slides which include:

- Introduction of Civic Engagement Night
- An Agenda
- Introduction of Building Committee members
- Objectives of the meeting & goals
- Identify the problem (issues/age of buildings)
- Evaluation of the Capital Program Committee criteria
- Police Station - functional deficiencies
- Police Station – operational deficiencies
- Police Station – repairs to date – budget costs over time for building
 - Police Station – recommend including photos of IAQ issues with mold including dates on photos
- Fire Station – park and jersey - Function deficiencies
- Fire Station – park and jersey - Operational deficiencies
- Fire Stations – recommend more photos (ie. shower photos, vehicle bays)
B. Borneman will provide additional photos
- Recommendations of Committee - why do you need an A/E firm
 - Discussion of site evaluations will be included
 - Discussion of Owners Project Manager will be included.
- Timeline – Vote on funding; Funding request to be revised to reflect conceptual design from feasibility study to be consistent with Committee report.

- Committee discussed possible slides to include information on air quality, renovations to existing buildings, need to emphasize Communications Department needs for space, emergency access, and potential for risk to IT equipment in the basement.

M. Scarsdale suggested presenting about three weeks before Town Meeting (5/3/21), or can do ahead of other meetings.

VI. Discussion/ BID Process & Feasibility Study

OPM scope sent by A. MacLean via C. Lundeen who shared on screen. Committee agreed it looked comprehensive.

VII. Website Update

C. Lundeen encourages separate website, rather than link to Town website. M. Cadek noted that photos were not yet completed on webpage. If a separate site were requested, would need to discuss costs and management with A. MacLean.

M. Cadek noted he can do Newsflashes with Committee information, but requires Committee to provide content. T. Dixon Mullane asked about providing information about public safety departments to help community understand its responsibilities (ie. how many calls, response times, etc.).

M. Scarsdale also noted the town has facebook pages (1000 followers), and Susan McCarthy has a newsletter (500-700 people). C. Lundeen concerned about facebook comments getting off the topic of posts.

M. Scarsdale noted that the messaging is important. D. Scott will contact a firm he has had communications with on public relations. M. Scarsdale noted she had a contact from Westford and will ask them about civic engagement.

VIII. Next Meeting/Adjournment

- a) Next Meeting: February 4, 2021 via 'Go to Meeting 6:30 pm.
- b) B. Borneman motioned to adjourn. Seconded by D. Querze, and unanimously approved by the committee. Meeting adjourned at 8:09 pm.