



Public Works Facility Building Committee Meeting Minutes

Montague Town Hall

One Avenue A, Turners Falls, MA 01376

Tuesday, February 5, 2019 @ 5:30 PM

Second Floor Meeting Room

Present: Pam Hanold, Bob Macewicz, Ken Morin, Steven Ellis (Town Administrator), Mark Williams, Jay DiPucchio, Tom Bergeron (Highway Supt.), Neil Joyce (CMS), Walter Ramsey, Jason Burbank, David Jensen, Ariel Elan

Absent: Richard Widmer (Alternate Member), Mark Fairbrother,

Discussion Items:

Votes May Be Taken

1. Approve Meeting Minutes of January 29, 2019 – Motion to accept as amended (DiPucchio should be noted as present). Unanimous approved
2. Site Clearing / Timber Harvesting Discussion:
 - HKA has advised site plan development would be completed in Mid-March.
 - Confirm regulatory requirements for the community. Walter confirmed project is subject to site plan review (greater than 3 acres in size / through ZBA). Special permit may be required for building height (28' max by local limits / concurrent with site plan review).
 - ZBA meets on an as-needed basis. Approx. 3 weeks are required for public posting, etc. Special permits and/or site plan may be appealed. Cutting would not occur until after site grading and site plan was vetted

publicly. Preliminary meeting may be beneficial for abutters – suggested during the 3-week ZBA review period or prior if possible.

- Clearing / clear cutting of site may not be publicly pleasing. Limits of cutting should be re-evaluated with site plan development. Committee was encouraged to review site and limits of proposed work. There may be many good reasons why trees will be removed. Replanting plan will be critical to success.
- Procurement Process – timing of site plan review will further dictate if early clearing package is feasible. Procurement may be time critical / not intended to push out start of building any later.

3. Prequalification Process – General Overview

- CMS presented general overview of Subcontractor and General Contractor Prequalification process. Distribution of Materials supplied by Commonwealth of Mass on guidelines for prequalification were distributed.
- CMS identified at least one member of the committee would be required to participate in the prequalification process, along with Neil Joyce (CMS) and Greg Yanchenko (HKA).
- CMS reviewed, in general the steps each contractor must satisfy in order to be prequalified for the project.
- CMS answered several questions of the committee, relating to the process:
 - The statute mandates all projects over \$10M in value go through the prequalification process. For projects under that value, it is discretionary. This project falls under the limit.
 - CMS shared with the committee that the prequalification process is not perfect. On typical projects a relatively small percentage of respondents (roughly 5%) will not meet minimum requirements.
 - Some committee members present expressed concern over the amount of work required to complete the prequal process, and the relatively small percentage of contractors that would likely not qualify as being a poor use of time and project resources.

- It was agreed to table this matter for further discussion at the next meeting.

4. Topics not Anticipated in 48 Hours of Posting
5. Confirm Future Meetings Schedule - February 12, 2019 at 5:30 PM
6. Meeting Adjourned – 7:15 PM

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