



**TOWN OF NORTHBOROUGH  
63 MAIN STREET  
NORTHBOROUGH, MA 01532**

**Town Offices Feasibility Study Committee**

**MEETING MINUTES**

November 27, 2023

6:30 p.m.

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**Present:**

Aaron Hutchins, Scott Charpentier DPW Director, Shawn Thompson Facilities Manager, Dario DiMare, Kristen Wixted, Ashley Davies, Judy Boyle, Linda Brenkle, Bill Pierce

Meeting started at 6:31

Bill Pierce read the remote meeting introduction.

Bill Pierce conducted roll call. All present.

Motion to accept 10/25 minutes from last meeting by Judy Boyle and 2nd by Kristen Wixted. Linda Brenkle abstained.

Motion approved.

Motion to accept 11/1 minutes from last meeting by Kristen Wixted and 2nd by Judy Boyle. Linda Brenkle, Dario DiMare and Ashley Davies abstained.

Motion approved.

**Public Comment:**

None.

**Deliberation:**

Ashley Davies comments: 3<sup>rd</sup> (ICON) presenter won the day for her. Polished and strong bench. PM was present and experienced. 1<sup>st</sup> (BH+A) team laid out their strategy, but they had their minds made up. 2<sup>nd</sup> (HKT) team, didn't feel like their heart was in it. Very clear winner was #3. Wouldn't be super disappointed if we went with #1. Didn't feel like #2 had the experience or excitement.

Dario DiMare comments: Agrees with the order of Ashley Davies. #2 had experience but not with the people involved with the project. #3 their presenter has done a lot of town halls. All 3 are capable. My order #3, #1 and #2.

Judy Boyle comments: #1's current projects are so many, are they spreading themselves too thin?

Dario DiMare response: some projects the PM is heavily involved and others not so much. If a tie between #3 and #2, before the contract is executed put language in that the PM is going to be at all the meetings. Whoever is signed up, we don't want a bait and switch in terms of the person who is going to be at the meetings.



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Judy Boyle question: if #1 is selected Joel is to be “hands on” in our project. Judy read the various projects that Joel is assigned to.

Dario DiMare can’t speak to Joel’s involvement in all the various projects he’s assigned to.

Scott Charpentier comment: critical to have high level experienced staff to oversee every step. What if an architect agrees to a PM who attends 6 hours of meetings a week and then they don’t? Do we declare a breach? Tough to enforce. #2’s PM has been involved in every meeting and email on the firehouse study.

Dario DiMare can town withhold the payment for lack of compliance with agreed upon terms?

Aaron Hutchins made two points: 1) is the house next to 63 Main still for sale? 2) can we incorporate into the scope of the new town hall a space large enough to hold town elections?

Bill Pierce response to Hutchins: concerned about the price of the house next to 63 Main. Would hate to guide an architect about that property.

Kristen Wixted comment: 1<sup>st</sup> presenter did quick overview of available town properties. Seemed to have written off two of the town properties, including White Cliffs. That was a negative for Kristen. She wants some fresh ideas on the White Cliffs. Probably not going to vote for #1.

Bill Pierce response to Wixted: Sits on planning board and that board is also concerned about the future of White Cliffs.

Dario DiMare question: Are we done as a committee once choice is made?

Bill Pierce response: Our committee is engaged through start of construction.

Dario DiMare hopes that the firm interviews enough people to reach high level view of town needs like the potential of moving town elections.

Scott Charpentier expects firm to talk with department heads. It would be nice to have a staffing study done for a 10-20 year projection.



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Linda Brenkle asked what happens to the committee's recommendation.

Bill Pierce responded that a contract will be drawn up.

Scott Charpentier said counsel on both sides will be involved. Scope and fee will be negotiated between staff and firm principals. Whether this committee is dissolved by the select board or not is up to the select board.

Judy Boyle asked to talk about #2. They had the most impressive handout. They have a ton of town hall experience. Phased construction was talked about and could be a favorable way to go.

Aaron Hutchins questions the vote process whether the vote is one and done or whether we have further conversation.

Bill Pierce responded that we can vote and then discuss if needed.

Aaron Hutchins moved that we transition to the voting process.

Bill Pierce shared his screen for the voting. An Excel spreadsheet to capture the votes.

Voting of each member was taken.

Aaron Hutchins commented that he was ok pursuing selection of ICON.

Judy Boyle commented that she was ok pursuing selection of ICON.

Kristen Wixted commented that she loved #2's presentation and innovation and ideas. Lets make sure IKON is forward thinking.

Ashley Davies like the green aspects of ICON. #2 didn't go through their process as much where #3 did have the process to back up their design.

Dario DiMare commented that ICON is the most progressive of the 3 firms. 100% women owned. Didn't have a whole lot of women presenting.

Kristen Wixted motion to negotiate with ICON. Dario DiMare 2<sup>nd</sup>. Roll call conducted by Bill Pierce. All affirmative. Linda Brenkle abstains.

Aaron Hutchins question regarding committee's engagement.



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Scott Charpentier confirmed committee's engagement through construction. Would like to schedule a next meeting.

Committee agreed to 1/10 at 6:30PM via Zoom.

Motion to adjourn at 7:25PM by Aaron Hutchins, 2nd by Kristen Wixted  
All votes in the affirmative.

Meeting ended at 7:25PM.