



Medfield State Hospital Development Committee

MEETING OF:
February 26, 2020

MINUTES

Members Present: Todd Trehubenko Johnny Martinez, Ken Richard, Gus Murby, Nicholas Milano, Ex Officio

Members Absent: none

Staff Present: Sarah Raposa, Town Planner

Attendees: Fred Davis, Bill Massaro, John Thompson

Location: DPW Training Room

Committee update

Vacancy announcement forthcoming.

Technical services contracts - status

Raposa briefed the Committee on the recently received outstanding items from the technical services contracts. Hillman and McCabe have been 100% completed. Regarding the Pare contract, \$18,000 remains unbilled to date; the items to be billed for are: 1) overlay of schematic design on aerial, 2) memorandum summarizing model methodology that was presented in September, and, 3) Financing utility cost summary report (also presented in September). The Committee decided to review entire Pare document and determine when or if they wish McCabe to come in to present the information.

Procurement for Consultant Services (RFQ/RFP Preparation & Support Services)

The Committee reviewed the draft procurement description. Based on the value of this procurement, 30B requires the Town to solicit three written quotes. The contract for the recommended consultant will be forwarded to the BoS for approval. The scope, timeline, and evaluation criteria were reviewed. The document will be sent directly to four consultants and posted to the MA Planners Listserve.

ATM discussion

The Committee reviewed the budget prepared by Milano. There is approximately \$57,000 remaining in the warrant article from ATM 2019 (excluding the \$40,000 environment remediation dedicated allocation). The Committee discussed how much additional funding to request at this year's ATM. The true amount is unknown so the discussion touched on process, timeline, duration of work, legal expenses, engineering review of proposals, and negotiation for disposition. The Committee decided to request \$50,000 for FY21.

Minutes:

Richard made a motion to approve the meeting minutes of January 27, 2020 with minor edits; Seconded by Martinez. The Vote: 4-0.

Adjournment

At 8:05 pm, Richard made a motion to adjourn the meeting; Seconded by Martinez. The Vote: 4-0.