

Town of Hingham Public Safety Facility Building Committee Meeting Minutes 1/5/2023



CALL TO ORDER

Motion to approve call meeting to order at 7:01PM on 12/14/2022

Motion made by	B Garrity
Seconded by	P Healey
Discussion	None

Roll Call

Bob Garrity* (BG)	P	Tally Lauter* (TL)	P	Andy Touchette* (AT)	NP	JR Frey (JRF)	P
Paul Healey* (PH)	P	Bruce MacAloney* (BM)	P	Chief David Jones (DJ)	NP	Ryan O'Shea	NP
Joe Kelly* (JK)	NP	Donna Smallwood* (DS)	P	Chief Steve Murphy (SM)	P	David Petitti	NP

Others in Attendance: Paul Kalous (Hill), Susan McCann (Hill), Sean Schmigle (KBA), Kathy Reilly (Town of Hingham)

APPROVAL OF 12/14/2022 MEETING MINUTES

Motion to approve meeting minutes for building committee meeting held 12/1/2022

Motion made by	T Lauter
Seconded by	P Healey
Discussion	None

Vote

Bob Garrity* (BG)	Y	Joe Kelly* (JK)	NP	Bruce MacAloney* (BM)	Y	Andy Touchette* (AT)	NP
Paul Healey* (PH)	Y	Tally Lauter* (TL)	Y	Donna Smallwood* (DS)	Y		

PROJECT UPDATE

1. KBA is working with their consultants and is on target for bid documents being available January 18, 2023.
2. KBA will be providing comments to engineers tomorrow
3. KBA will be providing comments on General Conditions and sub-sub areas to Hill and R Garrity on 1/6.

Schedule Overview No changes from previous meeting(s)

Advertisement to Central Register	Thursday 1/12/23
Advertisement in Local Paper (Patriot Ledger)	within 2 weeks of bidding timeline
KBA send documents to Project Dog	Monday 1/16/23
Posting and available for download	Wednesday 1/18/23
Required paper copies of plans and specs delivered to Town Hall (bidding requirement)	
KBA and Hill will work together to respond to Requests for Information (RFIs) over the course of January and February during the bidding period.	
Filed Sub bids due	2 pm Thursday 2/9/23
1. The bids will be provided via email from Project Dog.	
2. We are required to accept the lowest responsive bidder	
3. KBA, Hill and K Reilly will review and prepare appropriate documentation and a tabulation that shows all bids	
4. The bid tabulation results will be published and sent to General Bidders via an addendum.	
General Bids due	2 pm Wednesday 2/22/23
1. KBA, Hill and K Reilly will review and prepare appropriate documentation and a tabulation that shows all bids	
2. Hill to prepare and share letter of recommendation that outlines bid outcomes to include the bid forms	
a. Bidders will not be recommended if their packages are not complete or unsatisfactory it will be considered nonresponsive. Some minor informalities can be edited and updated by the bidder.	
b. All bidders are prequalified, so that most of the bid review is completed regarding determination of the respective contractors capability.	

*voting member, P = Present, NP = Not Present, Y= Yes, N= No

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- c. Because of prequalification, if the lowest bid is responsive and within budget, the recommendation is a simple matter.

Recommendation to Building Committee

Thursday 2/23/23

Building Committee recommends to Select Board and the Select Board votes at their next meeting subsequent.

Select Board Meeting

Date TBD

Hill advises an award to the lowest responsive bidder as soon as possible.

There was discussion about the procedure(s) for what will be done if the bids come in over the estimated and approved budget.

Update on Sewer study

Provided by JR Frey

1. Demonstrated an existing crossing of existing easement
2. Identified sewer discharge location – is in excellent condition. The consultant suggests that we “camera backwards” from the main manhole to see if there are utility conflict where there is a vertical drop.
3. All drainpipes are abandoned now and will be abandoned in this project.
4. All drainage is going to be crushed in place or removed because it will be part of the excavation.
5. None of it will remain in operation. Everything will be new.
6. Easement agreements are being finalized. Challenge exists with completing these due to the nature of the abutters (corporate entities).

INVOICES, BUDGET, CONTRACTS AND FINANCIAL ISSUES

There are no budget-related action items this evening.

NEW BUSINESS

R Garrity indicated that Building Committee member J Kelly provided some information about long lead items from recent projects with which he has been involved. This email was shared with just prior to the start of the meeting and will be shared more widely by R Garrity in the coming days.

NEXT MEETINGS 1/19/2023

ADJOURN

Motion to adjourn this building committee meeting as of 7:50 PM.

Motion made by	P Healey						
Seconded by	D Smallwood						
Discussion							
Vote							
Bob Garrity* (BG)	Y	Joe Kelly* (JK)	NP	Bruce MacAloney* (BM)	Y	Andy Touchette* (AT)	NP
Paul Healey* (PH)	Y	Tally Lauter* (TL)	Y	Donna Smallwood* (DS)	Y		

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