

Town of Chelmsford
Permanent Building Committee
9 Alpha Rd. Chelmsford, Ma 01824
Meeting Minutes
February 25, 2025

Members Present: Chair Tim Powderly, DPW Director Christine Clancy, Debra Belden, Evelyn Thoren, Michael Moore

Meeting was called to order at 6:33PM by Mr. Powderly.

All documents referenced in these minutes are available for review at the Town Manager's Office, 50 Billerica Rd., Chelmsford Town Offices Building. This meeting was recorded by Christine Clancy

Public Input

No one came forward at this time.

**North Fire Station Renovation Project-35 Princeton St.-Engine 2
-Status Update**

Metal panel siding has been installed to replace the failed brick veneer. Remaining items include the installation of vent covers, roof coping, gutters, downspouts, and tie-ins to the apparatus bay. Foundation work will be completed in warmer weather, this spring.

A window leak on the Washington Street side occurred a couple weeks ago from ice damming and lack of downspouts on the building. A temporary repair was provided from the vendor and the interior damage repairs remain to be completed.

Screws and nails caused damage to some employee vehicles. The contractor cleaned up the metal screws and nails in the parking lot.

Roof – flashing detail to be reviewed as part of punchlist.

Some residents of North Chelmsford have expressed concern of the aesthetics of the new building façade that replaced the failed brick veneer. Comments received at a recent Vinal Square Group meeting were that the new siding resembled a warehouse, not fitting in with the character of the neighborhood. Mr. Powderly has reached out to Weston & Sampson, the consultant coordinating the repair work, to see if there are trim enhancements or other landscaping features that could be installed to address the aesthetics concerns of the building.

Fire Stations – 260 Old Westford Road- Engine 3 and 295 Acton Road – Engine 5

-Status Update

Seven proposals were received for the Design RFP of the Engine 3 and Engine 5 on Wednesday, 2/19/25. The RFP review committee included Mike Donaghue, Mike Moore, and DPW Director Christine Clancy.

DPW Director Clancy provided a summary of the review process and an overview of the scope of the design:

Proposals were received from the following consultants:

1. HKT Architects, Inc.
2. Lavelle-Brensinger Architects
3. Olinger Architects
4. Socotec
5. Starck Architects
6. The Galante Architecture Studio
7. Winter Street Architects

Each committee member reviewed and rated each proposal individually based on the selection criteria presented in the RFP.

On Monday, 2/24/25, at 1 PM, the three committee members met to discuss their individual reviews. All three committee members unanimously rated The Galante Architecture Studio as the top candidate. HKT Architects was the second ranked candidate. After discussing each rating and position, it is recommended that the Town of Chelmsford select The Galante Architecture Studio to advance the development of a scope and fee.

The Galante Architecture Studio is located out of Cambridge, MA and provided many examples of similar or larger Fire Station Projects in Massachusetts, including recent or ongoing fire station projects in North Billerica, Townsend, Dennis, and Northbridge. The Galante Architecture Studio provided a strong cover letter and a creative proposal that provided a clear and detailed understanding of the project scope and schedule.

Motion by Mr. Moore to advance scope and fee negotiations with The Galante Architecture Studio and present the scope and fee to the Select Board for approval –Motion seconded by Ms. Thoren. Motion carries, unanimous, 5-0.

The OPM Services RFP is being prepared by DPW and targeted to begin March 5th. The same review committee (Michael Donaghue, Michael Moore, and Christine Clancy) will review the proposals. The timeline will be to complete reviews before the next Permanent Building Committee on Tuesday, April 8, 2025.

South Row Roof Replacement with the MSBA Accelerated Repair Program

-Status Update

The MSBA have designated an OPM and Designer for this project. Contracts with both the OPM and Designers have been executed for the feasibility phase of the project. Socotec has been assigned as the

Designer and PCA360 has been assigned as the OPM. A site kick-off meeting has been held. Target 2026 summer construction.

Parker School Feasibility Study with the MSBA

-Status Update

OPM submissions for the feasibility phase of the New Parker Schools are due tomorrow, 2/26/25. Upon review of the RFP submissions, a meeting will be held with the Permanent Building Committee.

Meeting Schedule

The next regular meeting will be 4/8/25.

No Meeting Minutes for approval

Adjournment

Motion: by Ms. Thoren to adjourn the meeting at 7:08PM. Seconded by Mr. Moore. Motion carries, unanimous, 5-0.

Respectfully submitted,
Christine Clancy