



**TOWN OF WESTMINSTER**  
**PUBLIC SAFETY BUILDING COMMITTEE**  
**AUGUST 25, 2021**  
**MEETING MINUTES**

- Call to order
  - *VON SALMI CALLED THE MEETING TO ORDER AT 6:04PM. PRESENT WERE-, VON SALMI, KERRY KOSKINEN, CHIEF BUTTERFIELD, DAVID MONTY, PAUL BLANCHARD, LISA ROCHELEAU, KEITH HARDING, STEPHANIE LAHTINEN; ABSENT: JIM DELISLE. CHIEF LEBLANC, DAVID TURCOTTE, CHRIS MOSSMAN*
  - *CONSULTANTS: MATT SALAD, TECTON; TONY DiLUZIO, COLLIERS*
  - *PUBLIC: MATT DUNN*
- Meeting minutes of July 21, 2021
  - *No meeting minutes from the July 21, 2021 meeting presented.*
- Tecton Invoice
  - *Tecton invoice #44141 in the amount of \$4,000 for programming and schematic design revision was presented. L Rocheleau motion to recommend payment of the invoices as presented. Motion was seconded by K. Harding and hearing no further discussion the motion passed unanimously.*
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- Geotech Borings Update
  - *Colliers reviewed the site conditions and the desire from Hager Park commission for minimal site disturbance. This would mean taking boring not directly in the location of the proposed building. Chief Butterfield distributed the Geotech information for the adjacent property which provided subsurface information. This information can be used as a baseline for the programming estimate without cutting, clearing, or borings at the proposed site. Colliers in concert with Tecton reviewed this approach with the Committee. While this effort does not need to be taken at this stage it is recommended that the funding be held so that the borings can be completed at a later date.*
- Next Steps Discussion
  - *Colliers describe an overview of the upcoming steps in order to gain Town approval for use of Hager park and authorize funding for the continuation of the design process. To move the project forward Town Meeting will need to authorize additional funding to continue the design and to authorize a portion of Hager Park for the public safety facility. Without these approvals there is very little more that can be done. The Committee discussed also*

*providing a general update at Town meeting as to the progression of design to where we are today. Tecton will provide updated site plan(s) showing turning radii and parking areas as requested by Hager Park Commission.*

- *Town meeting is tentatively scheduled for November 16, 2021 and should be confirmed by the select board at their September meeting. Chief Butterfield recommends that the Committee request a single article requesting the use of lands and additional funds. S. Lahtinen advised that the Committee needs to submit a letter to the Select Board requesting the article be placed on the Town meeting agenda. The warrant article language will be developed after the SB accepts the committee's request. It was also suggested that the Committee hold a joint meeting with the Hager Park Commission to secure their endorsement of the use of the site.*
- *Colliers described developing the Frequently Asked Questions (FAQ's) sample that was previously issued could be updated and posted to the Town's website. This would provide constituent with much of the information they will look for prior to Town meeting. Committee members should review this document and begin to formulate edits for our next meeting. L. Rocheleau suggested that we engage other town Committees and boards to assist with providing information and endorsing the project.*
- *Colliers and Tecton described using social media and upcoming Town public events to inform the public. There are upcoming "farmers markets" on Friday's and the Cracker Festival on October 16<sup>th</sup> that would provide an opportunity to present information in a more casual open format.*
- *Colliers described the use of Facebook/social media to hold Q&A's with the public, where Tecton and Colliers would have open discussions with the public as to how these types of projects are designed and constructed in the commonwealth, how this project relates in size and complexity to other communities and provide an opportunity for feedback from the public who may not otherwise engage in public meetings.*
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- Public comments – Resident Matt Dunn present no comment
- Set next meeting date – *September 15, 2021 at 6:00PM*
- Adjournment: *Chief Butterfield motioned to adjourn at 6:57PM Seconded by K. Koskinen, the meeting adjourned.*

**Anthony DiLuzio**

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**COLLIERS PROJECT LEADERS**

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