Building Committee Meeting Minutes

Date: July 28, 2026
Time: 10:00 AM
Location: CMRECC Administrative Office, 234 Main St., Rutland & Microsoft Teams

1. Call to Order

The Building Committee meeting was called to order by Executive Director Michael Moriarty at 10:07 A.M.

2. Roll Call

Present:

- Gerald Millette (Warren Police Chief)
- Andrew Golas (Charlton Town Administrator)
- Stephen Coleman (Auburn Fire Chief)
- Robert Parsons (Spencer Fire Chief)
- Ryan Quinn (Rutland Deputy Fire Chief)
- Jared Grigg (Spencer, Select Board)
- Samantha Mikulskis (CMRECC Dispatcher)

Note: Chief Coleman participated on Teams and joined at 10:25 A.M.

Absent:
- None

Staff Present:

- Executive Director, Michael Moriarty
- Deputy Director, Elizabeth DeFosse
- Tomeca Murphy, Support Division Coordinator
- Ashley Obrzut, District Accountant

Nomination of Officers

Motion: Nominate Andrew to serve as Chair

Vote: Motion made by Jared, seconded by Gerry; approved unanimously (S. Coleman did not vote because he had not yet joined the meeting)

Motion: Nominate Gerry to serve as Vice Chair
Vote: Motion made by Andrew, seconded by Jared; approved unanimously (S. Coleman did not vote because he had not yet joined the meeting)

Request for Proposal (RFP) – Facility Lease
The Committee had been provided with the draft RFP, considerations from the Administrative Board and two (2) sample procurement timelines. One of the timelines was an expedited version, with the other version taking a few weeks longer.

Discussion Included:

- Director Moriarty recommended the expedited timeline to ensure ample time for participation in the next grant cycle, opening in April of 2027.
- Members all agreed that they preferred the expedited timeline so that the process can continue to move forward as quickly as possible.
- Jared asked if the final RFP would be going back to the Administrative Board for final approval. Tomeca replied that she had reviewed the recording from the June 17, 2026 meeting and the Board had voted to designate the RFP process to the Building Committee. Jared had interpreted the Board's action differently and requested that the Chair (Heather Butler) be consulted to confirm the final decision of the Board. Andrew and Stephen noted, later in the discussion, that they understood the Board's vote to assign the authority to the Building Committee.

Motion: To proceed with the expedited timeline, as presented.
Vote: Motion made by Jared, seconded by Gerry; approved unanimously (S. Coleman did not vote because he had not yet joined the meeting)

The Committee then addressed the considerations that the Administrative Board had raised during their June 17th meeting.

Discussion Included:

- The RFP is seeking a 40-year lease term; however, Ashley noted that the District agreement is only 25 years. Members agreed that this is a valid question and directed staff to inquire with Town Counsel.
- The Admin Board had asked if the lease agreement would need to be reviewed by bond counsel and Ashley confirmed that it would need to be.

- The Admin Board had asked if the Committee would consider a building purchase rather than exclusively a lease. Director Moriarty clarified that the language in the state grant funding is specific to a lease agreement. Members agreed that they would still like to pursue a lease; however, they were comfortable with adding in language that would allow for a lease-to-purchase option.

The members then reviewed the draft RFP, including the comments that Tomeca had provided on the document. Revisions included:

- Including the expedited procurement timeline
- Making Tomeca the contact person for questions and/or submissions
- Adding language that the listed municipalities will be evaluated more advantageously than other locations, but other communities will not be disqualified for not being one of the 4.
- Include language that the lease agreement is subject to final approval by the Administrative Board
- Request that proposer include their zoning district so we can better determine any required permitting through the Planning or Zoning Boards
- Request disclosure of any current permits with the Town or state
- Request additional documentation: mortgage statement, municipal lien certificate, Cert. of Good Standing with the IRS, corporate authorization, proof of insurance, disclosure of environmental hazards (21E certificate), disclosure of wetlands, floodplains or watershed, disclosure of pending litigation or restrictive covenants, ensure the survey includes the right(s) of way for access
- Include language that clarifies that Director Moriarty & Tomeca will evaluate the proposals for responsiveness, while the proposals themselves will be evaluated by the Committee during a public meeting
- Include language that will make the proposals irrevocable for a period of 120 days following the proposal submission deadline
- Request additional right to verify ownership; members did not feel it was necessary to obtain references
- Include a page with submission requirements; request hard copies and electronic copies; members do not wish to accept late submissions

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Requests for Proposal – Owner's Project Manager (OPM) & Architectural/Engineering Services

The Committee requested that Director Moriarty begin drafting the RFPs for the OPM and Architectural/Engineering Services. The members felt strongly that the OPM should be involved in the leasing process. For the RFPs, Mike was asked to include:

- Familiarity with public safety/dispatch center construction

- Licensed/prior work in Massachusetts
- Include recent references

Other
Given the expedited timeline, the Committee scheduled a follow-up meeting for July 31st. At that meeting, they would like to review the revised RFP and hear the legal opinion regarding the 40-year lease term.

The next regularly scheduled meeting will be held on August 26th at 10:00 A.M. at the CMRECC Administrative Office.

Adjournment

The meeting was adjourned at 10:50 A.M. The motion was made by Jared and seconded by Ryan; approved unanimously by roll call vote.

Respectfully Submitted,

Tomeca Murphy