

**Fire and Ambulance Building Project**  
**Meeting Minutes**  
**Friday March 17th, 2023**  
**11:30am - Peterborough Public Library**

**Members Present:** Seth MacLean – DPW Director, Bill Taylor – Select Board, Chief Ed Walker – Fire, Mandy Sliver – Town Treasurer, Carl Mabbs-Zeno – Chairman of Budget Committee, Sarah Steinberg Heller – Planning Board, Tim Herlihy – Code Enforcement. By Zoom: Tony Cassady – Co-Chair of Community Power Committee, Carol Nelson – Co-Chair of Affordable Housing Committee.

Minutes Taken by: Gretchen Rae – DPW staff

**CM interviews and reference checks:**

- All four interviews were held in the Select Board Room at the Town House, Tuesday, March 7th, 11am Harvey and 2pm Hutter, Friday, March 10<sup>th</sup>, 11am North Branch and 2pm DEW (with Tony Cassady by Zoom for all 4 interviews).
- Evaluation forms were filled out and discussed. Harvey & DEW were the top 2 candidates based on their presentations.
- Seth & Ed made multiple reference calls from a standardized list of questions. Calls were made to respected Project Managers, General Contractors with a positive reputation and history of other Peterborough facilities including the library, MCH, Scott Farrar and the WWTP. Town staff and committee members involved in recent municipal upgrades (new construction and renos) were consulted as references and other municipalities having worked with Harvey and/or DEW on similar sized construction management projects.
- Both Harvey & DEW had very positive reference checks but Harvey's reference calls rose above in the number of outstanding rankings and most references raved about their working experience with Harvey.
- The committee discussed the value of having a consistent CM appointed to our project vs. considering the value of a firm's reputation of support given to their CM and to the project owners. The committee members agreed that it mattered more to them to have a stronger leadership culture that fit with Peterborough rather than only considering the CM appointed.
- The committee had a unanimous vote to present Harvey as the CM candidate to the Select Board at an April Select Board meeting.
- The timing of the presentation by Seth to the Select Board has yet to be determined with a tentative goal date within the first couple weeks of April. The committee understands that waiting until April does not stall-out the progress the committee has made in this process. Town Council must be consulted to create and formalize a contract to have reviewed and approved by the Select Board and that will take some time.
- The committee members were also reminded to speak only in general terms when being asked by townspeople for an update and details until a formal presentation can be brought in front of the Select Board.

**Next Steps and Action Items:**

- Seth will make the phone calls to each candidate and inform them of their standing, as well as provide the recommended CM contractor a timeline of when their recommendation will be brought before the Select Board for final approval.
- Seth will work with Nicole to add this item to the appropriate Select Board meeting agenda.
- All committee members will turn in their interview tally sheets to Seth for the records.

**Meeting Adjourned**