

DPW Facility Workgroup

January 28, 2026

The meeting was called to order at the DPW – 120 High Range Road at 5:00pm.

In attendance:

Kate Burbidge	Denise Manella
James Danis	JR Valente
Shawn Faber	Dave Wholley
Michael Richard – Weston & Sampson	

Kate made a motion to approve the minutes from the December 4, 2025, meeting. James seconded the motion. All in favor.

RFQ – Owners Project Manager

- Will make sure all standards are met.
- Keeps project on schedule.

OPM Timeline

- Have documents available for a month online.
- Review submitted documents.
- Interviews with the short list of applicants.
- Selection committee review.
- Preliminary estimate & site assessment.
- Bring Weston & Sampson on for architectural.
- Environmental testing – will likely be an extensive task.
- Architectural Design – Weston & Sampson recommends 5-9 months for this.
 - They need to compile information from different parties to know exactly what everyone is looking for.
- Design development.
- Building

Due to this timeline, the DPW facility will be on the March 2028 ballot.

OPM Scoring Committee Setup

The committee will consist of James Danis, Ricky Robichaud, Dave Wholley, Kate Burbidge, Bob Slater and Weston & Sampson.

The team will be ready to present a report by April or May.

New Business

James is getting pictures of the trucks at the DPW facility in Rochester, NH. This will include pictures of trucks that have been kept inside and trucks that have been left out in the elements.

Jim G. will provide pictures of Town of Londonderry trucks.

James motioned to adjourn the meeting. Kate seconded the motion. All in favor.

The meeting was adjourned at 6:01pm.

Future Schedule

Wednesday, March 18, 2026, at 5pm at the DPW – 120 High Range Road.

Wednesday, April 8, 2026, at 5pm at the DPW – 120 High Range Road.

Minutes recorded by: Denise Manella

Submitted on: January 29, 2026