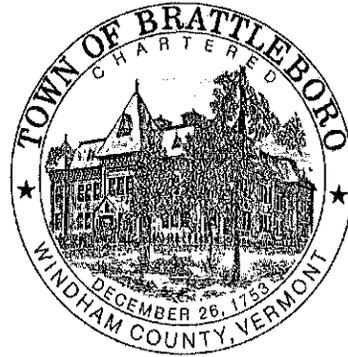


# MEMORANDUM

To: Selectboard  
From: Peter B. Elwell, Town Manager  
Re: Police-Fire Facilities Project Update  
Date: July 14, 2016



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Planning and design work continues on all project elements. The contractor is preparing to begin construction of the West Brattleboro Fire Station in early August. There is no change in the status of acquiring 62 Black Mountain Road. This update addresses the design of the Central Fire Station (site plan, floor plans, and exterior elevations); a groundbreaking ceremony at the West Brattleboro Fire Station; overall project financing, budget, and schedule; and the future of the Municipal Center.

## **Police-Fire Facilities Building Committee (PFFBC)**

The PFFBC met on July 13 to review the attached site plan, floor plans, and exterior elevations for the Central Fire Station and to receive an overall update on the status of the project.

### Central Fire Station Plans

After extended discussion and careful consideration regarding the Central Fire Station plans, the PFFBC unanimously approved the following motion:

"To recommend Selectboard approval of the site plan, floor plans, and elevations presented at the PFFBC meeting on July 13, 2016, for submission to the Development Review Board, with hopes that the architect will take into consideration comments made by the committee as to possible minor changes for the very final plans."

If the Selectboard concurs and authorizes the project team to move forward, then the Central Fire Station application will be submitted to the Development Review Board by July 22 and that application will be considered at the Development Review Board meeting on August 15.

### West Brattleboro Fire Station Groundbreaking

We propose to hold a groundbreaking ceremony at the West Brattleboro Fire Station either on Thursday, August 4, at 4pm (immediately preceding the Selectboard meeting on that day) or on Wednesday, August 10, at 3pm (immediately preceding the PFFBC meeting on that day). Most of the PFFBC members can attend at either time and the committee deferred to the Selectboard for selection of the preferred date/time and any related details.

### Next Steps

The PFFBC's next meeting will be on Wednesday, August 10, at which time it will review the site plan, floor plans, and exterior elevations for the Police Station. The detailed construction plans for the Central Fire Station also will be on that agenda if they are sufficiently complete by that time. If not, those will be reviewed at the next PFFBC meeting after that, sometime later in August.

## **Project Financing**

We have been advised by the Vermont Municipal Bond Bank that our Police-Fire Facilities bonds were sold for an average annual interest rate of approximately 2.7%. The debt service schedules used for decision making by the Selectboard and Representative Town Meeting were based on a projected annual interest rate of 3.269%. This means our actual debt service costs will be lower than we predicted for the full 20-year life of the debt. The Bond Bank is still validating all the applicable numbers and allocating the costs among the various participants in this year's bond series (some of which are borrowing for shorter or longer terms than the Town's 20-year debt). We are scheduled to receive our verified repayment schedule on July 27 and I will include that information in my next update, which will be released on July 29.

## **Overall Project Budget and Schedule**

Attached are an updated project budget and a slightly revised project schedule. In addition to showing the total overall budget for the project as approved by Representative Town Meeting this past March, the budget sheet also includes the original budget that was prepared in 2013, the expenses incurred prior to FY17, the remaining expenses as of 7/1/16, and the variance between the original budget and the updated budget. The new schedule adjusts the timing of the subcontractor bidding process and GMP approval for the Central Fire Station and Police Station, pushing back the projected start of construction by about 2 weeks at both locations.

## **Future of the Municipal Center**

Per the Selectboard's request, I am providing a reminder of our prior consideration of this topic and a brief update. No action was taken by the Selectboard during our brief discussions of this matter at the Selectboard meetings on January 5 and April 5, 2016.

*Here is a verbatim excerpt from the minutes of the Selectboard meeting on January 5, 2016:*

Elwell said that the future of the Municipal Center would depend on the decision whether to move the Police Department to another location. He said there were a variety of options for the building that could be considered, and he suggested that the future of the building not be a driving factor in deciding whether to move the Police Department. There was a brief discussion by the Board.

*Here is a verbatim excerpt from my memorandum dated March 31, 2016, to the Selectboard entitled "Police-Fire Facilities Project – Next Steps":*

State officials are eager to tour the Municipal Center and to discuss the potential to meet State office space needs in the approximately 8,500 square feet that the Police Department will vacate when it moves to 62 Black Mountain Road. We will schedule that tour and commence those discussions as soon as possible. Similar communications are planned with the leadership of the Brattleboro Housing Authority (dba Brattleboro Housing Partnerships) along a parallel path. I expect this to begin in April and I will keep the Selectboard apprised of our progress. While I am hopeful that a partnership with the State of Vermont, the Brattleboro Housing Authority, or some other similarly substantial entity will provide a cost effective way for the Town to maintain the Municipal Center as Brattleboro's seat of government, I understand that some people in our community (including on the Selectboard) think we should explore office space options for Town administrative staff elsewhere in downtown Brattleboro. If the Selectboard as a whole wants that alternative to be actively considered in the short term, I will explore potential off-site options while I am working to develop more specific tenancy plans with our potential Municipal Center partners.

*Here is a verbatim excerpt from the minutes of the Selectboard meeting on April 5, 2016, when my March 31 memo was considered:*

Elwell stated that State officials will tour the building and discuss their interest. The Housing Authority has expressed a similar interest and he will follow up with them. The Selectboard acknowledged that the future of the Municipal Center is a significant decision that has to be confronted and there are a lot of factors that must be considered. Gartenstein stated that the Board should begin to gather that information recognizing that there are other obligations that the administration has and to look at it as a separate agenda item in the future. He mentioned a consent agreement with the Vermont Division of Fire Safety in which the Town is working to resolve life safety violations and expressed opposition to pushing them off. It was acknowledged that there is at least a year before implementing any decision on the Municipal Center. It will need to look at needs and financial obligations.

*And here is my update for the July 19 Selectboard meeting:*

I have met with representatives of both the State of Vermont and the Brattleboro Housing Authority (dba Brattleboro Housing Partnerships). Our discussions were substantive and I plan to meet further with both entities. I also will consider whether (and, if so, how) renting space in the Municipal Center to any other organizations is a viable option for the Town. I plan to engage a professional for a small fee to help us determine how much space we need for our remaining Municipal Center offices (Town Manager's Office, Finance Department, Planning Services Department, Town Clerk's Office, Assessor's Office and Treasurer's Office) and if we can organize those spaces more efficiently. Finally, if the Selectboard desires, I will consider (1) where else in downtown Brattleboro there may be appropriate office space available to accommodate the Town's administrative office needs and (2) what are the Town's options for sale/lease of the entire Municipal Center if it is ultimately determined that our Town offices should move out of the building. This is a large body of work. It is not on our critical path for the Police-Fire Facilities Project and it is competing with several other high priority projects (e.g. the Long Term Financial Plan, the Regional Economic Hub Coalition, economic development opportunities, etc.) for attention in the immediate future. I plan to resume substantive work on this matter in September. I will keep the Selectboard informed as I progress in this work and I believe we will be well positioned to make decisions on this matter during the winter of 2016-2017. In the meantime, we are obligated to complete the second phase of life safety improvements at the Municipal Center as required by the Vermont Department of Public Safety's Division of Fire Safety. That work is currently being planned and will be completed during FY17.

PBE:

Attachments

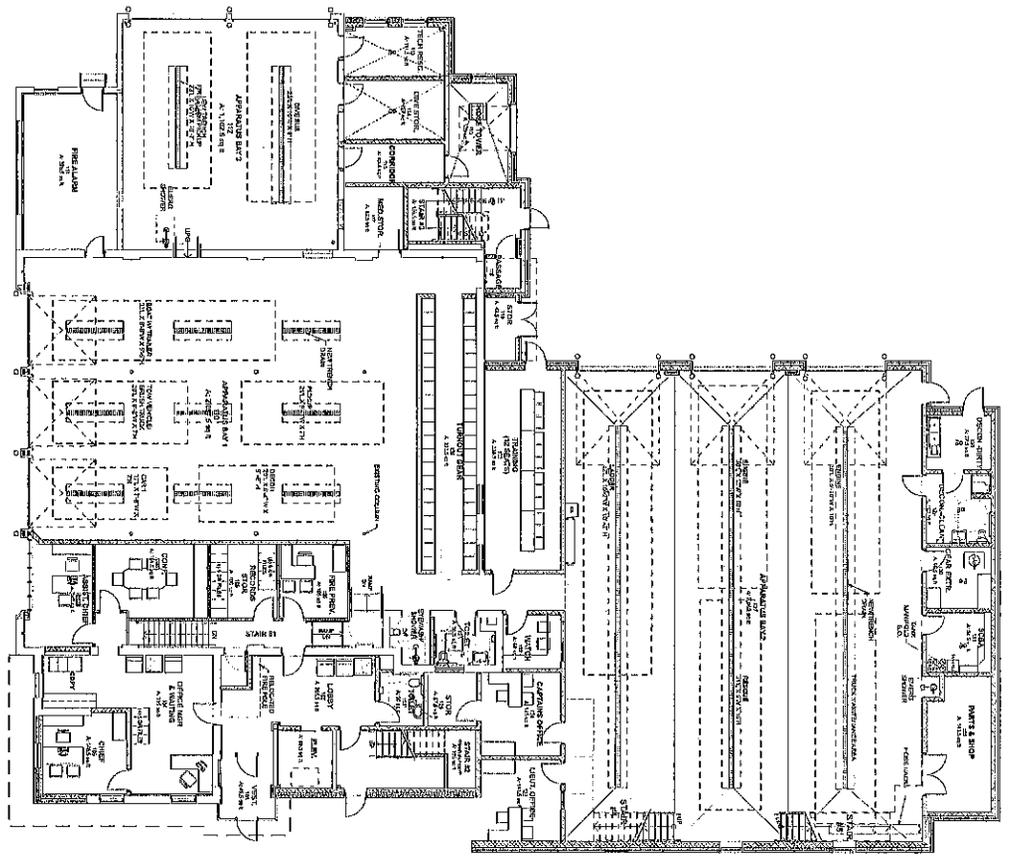
c: Steve Horton, Owner's Project Manager  
 Members of the Police-Fire Facilities Building Committee  
 Patrick Moreland, Assistant Town Manager  
 Mike Fitzgerald, Police Chief  
 Mike Bucossi, Fire Chief  
 John O'Connor, Finance Director  
 Rod Francis, Planning Services Director  
 Russell Rice, Town Assessor  
 Bob Fisher, Town Attorney





TOWN of BRATTLEBORO  
**CENTRAL FIRE STATION**  
RENOVATIONS and ADDITION  
103 ELLIOT STREET  
BRATTLEBORO, VERMONT

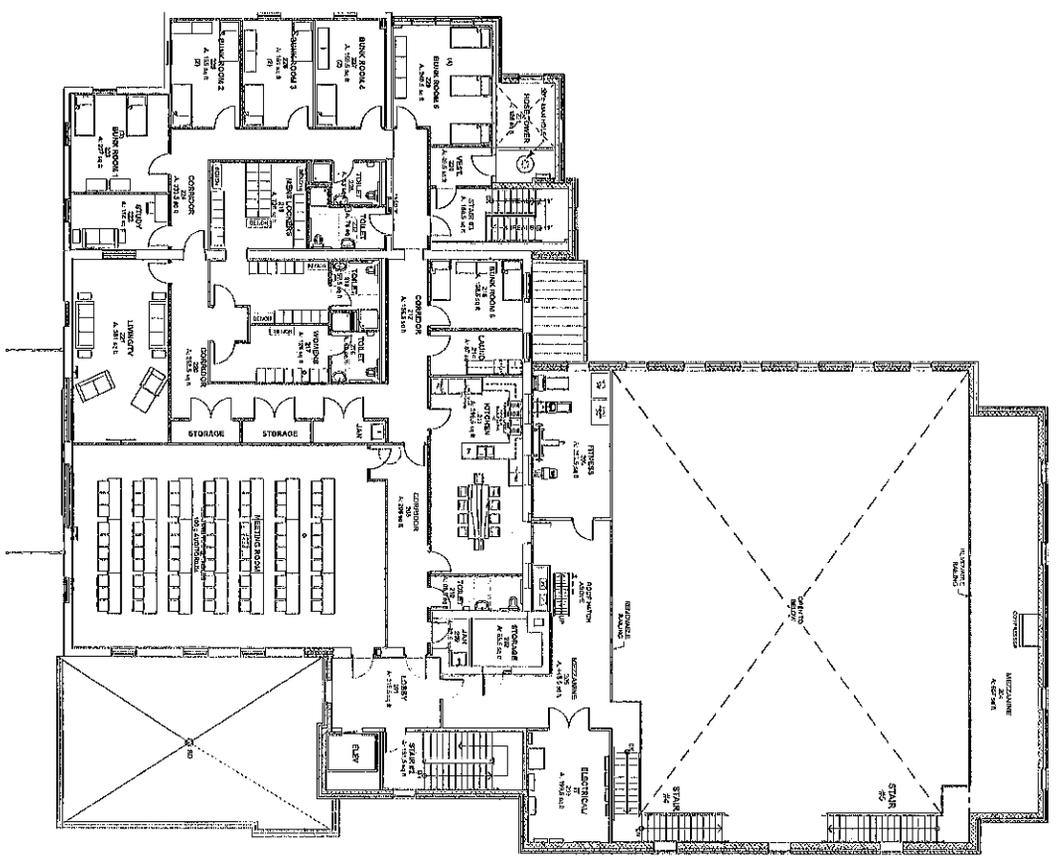
1 FIRST FLOOR FURNITURE PLAN  
SCALE: 1/8" = 1'-0"





NCA  
CONSULTANTS  
ARCHITECTS

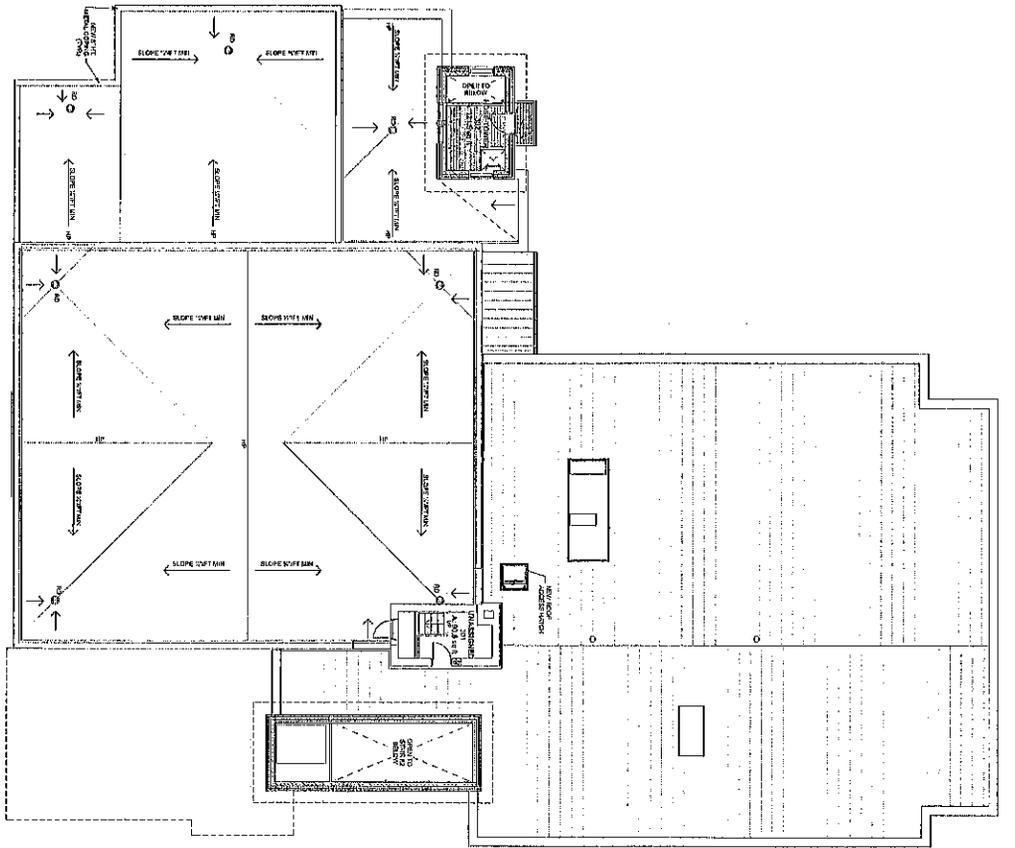
1 SECOND FLOOR FURNITURE PLAN

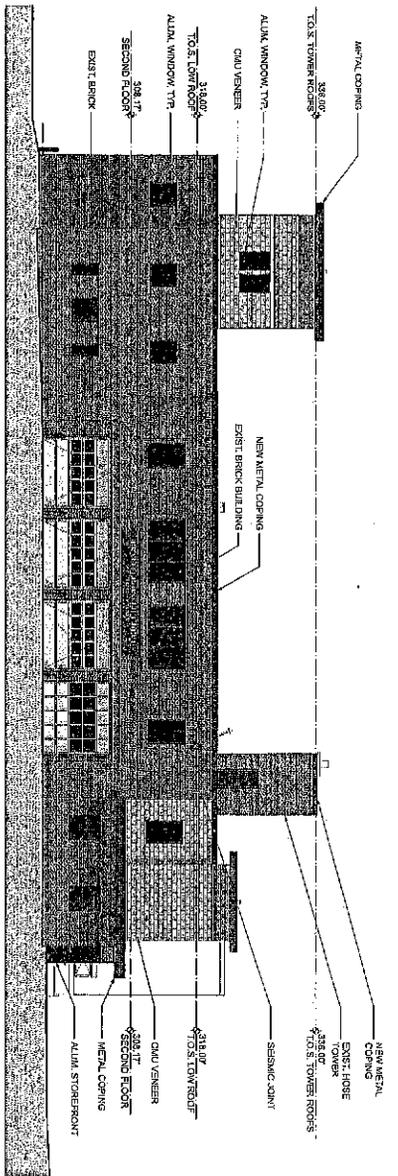


TOWN OF BRATTLEBORO  
**CENTRAL FIRE STATION**  
RENOVATIONS and ADDITION  
105 ELLIOT STREET  
BRATTLEBORO, VERMONT

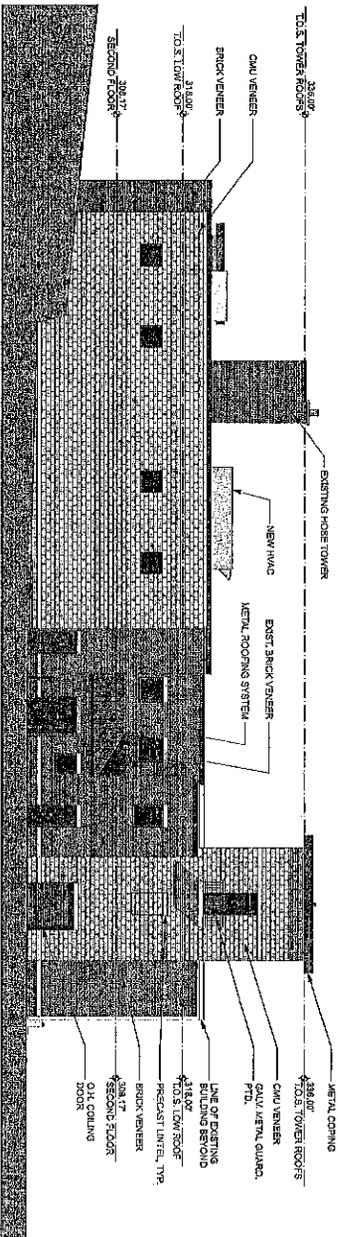
**TOWN OF BRATTLEBORO**  
**CENTRAL FIRE STATION**  
 RENOVATIONS and ADDITION  
 100 ELLIOT STREET  
 BRATTLEBORO, VERMONT

1 LOW ROOF PRESENTATION PLAN  
 PROJECT NO. 179





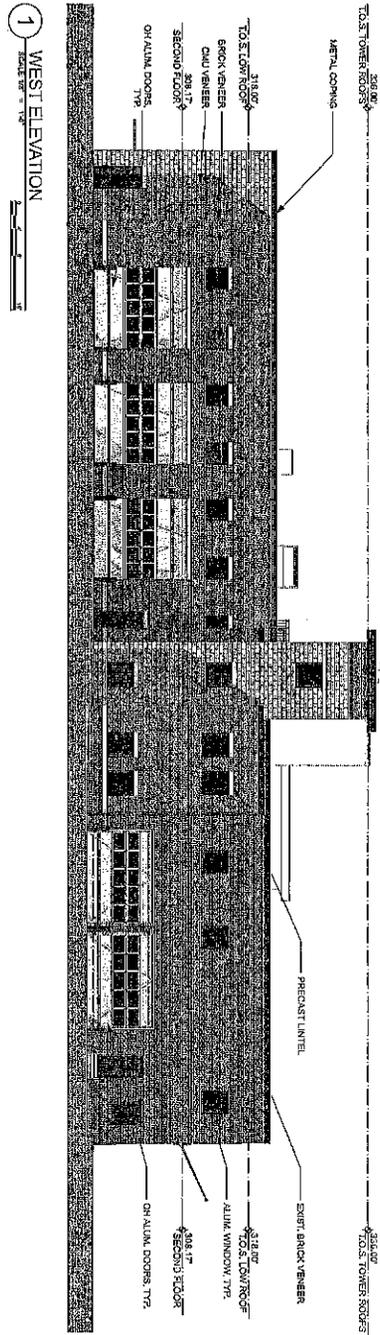
1 SOUTH ELEVATION  
SCALE: 1/8" = 1'-0"



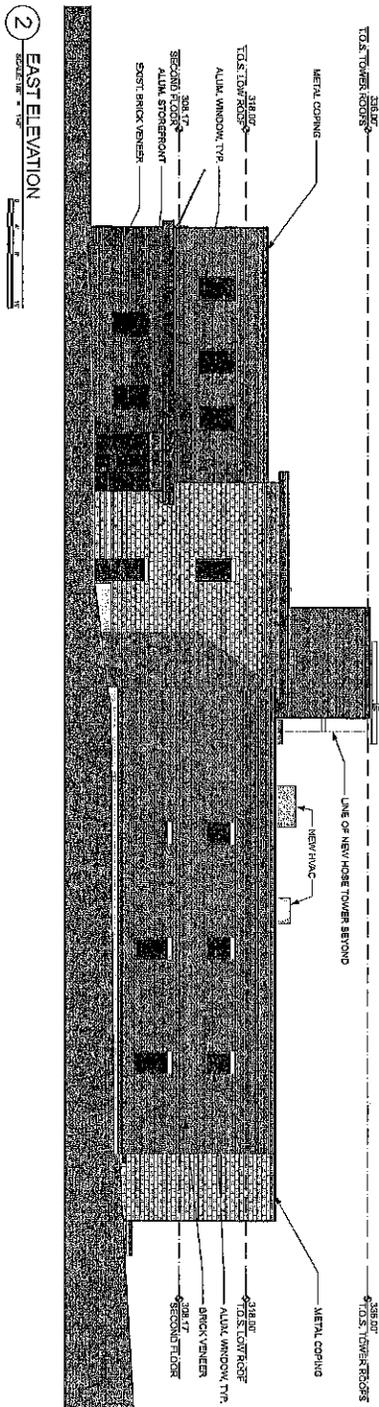
2 NORTH ELEVATION  
SCALE: 1/8" = 1'-0"

TOWN OF BRATTLEBORO  
**CENTRAL FIRE STATION**  
 RENOVATIONS and ADDITION  
 103 ELIOT STREET  
 BRATTLEBORO, VERMONT





1 WEST ELEVATION  
SCALE: 1/8"

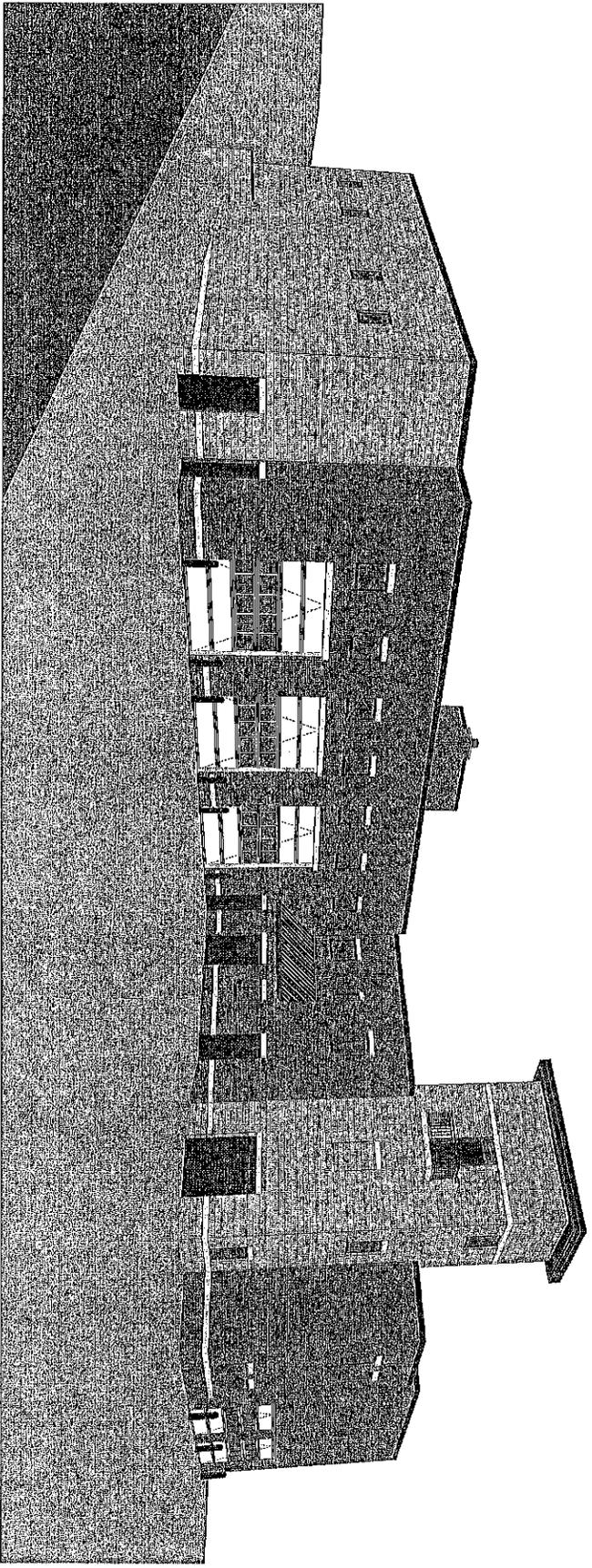


2 EAST ELEVATION  
SCALE: 1/8"

TOWN OF BRATTLEBORO  
**CENTRAL FIRE STATION**  
 RENOVATIONS and ADDITION  
 03 ELLIOT STREET  
 BRATTLEBORO, VERMONT



BRATTLEBORO  
 CONSULTING  
 ARCHITECTS

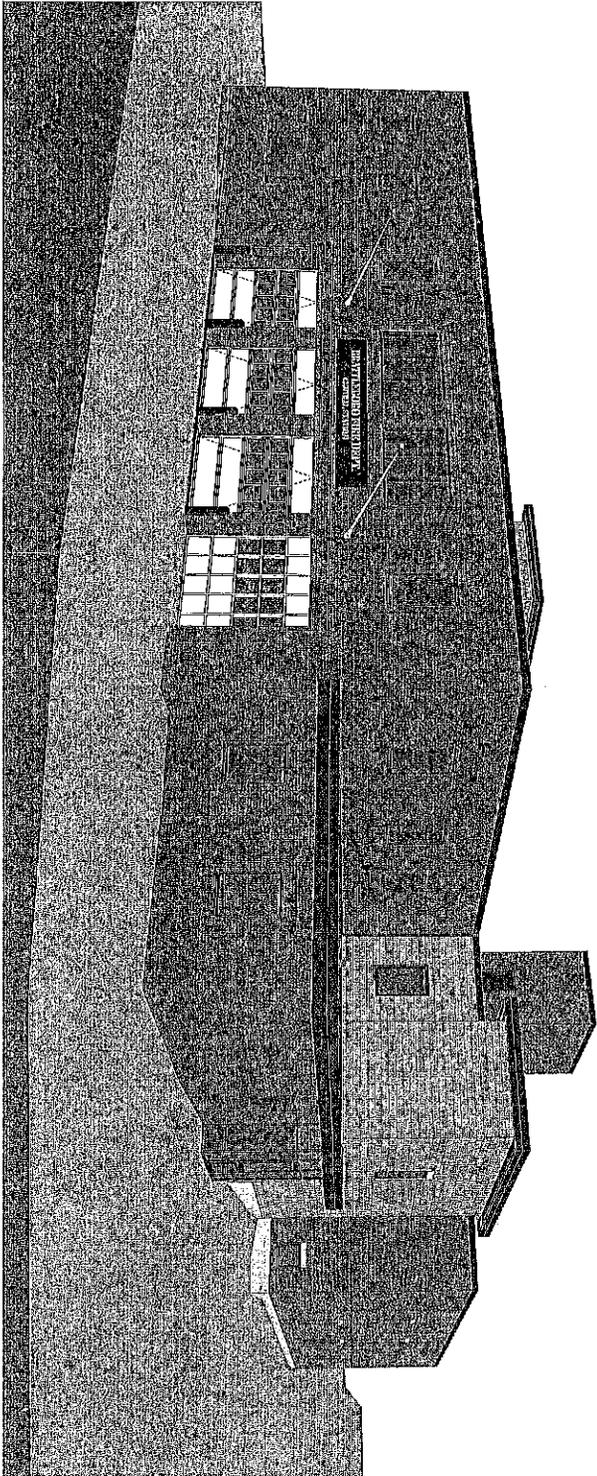


NW PERSPECTIVE

TOWN of BRATTLEBORO  
**CENTRAL FIRE STATION**  
RENOVATIONS and ADDITION  
109 ELLIOT STREET  
BRATTLEBORO, VERMONT



NORTHEAST  
COLLABORATIVE  
ARCHITECTS



SE PERSPECTIVE

TOWN OF BRATTLEBORO  
**CENTRAL FIRE STATION**  
RENOVATIONS and ADDITION  
108 ELLIOT STREET  
BRATTLEBORO, VERMONT



NOVEMBER 2011  
ARCHITECTS

## Updated Police - Fire Facilities Project Budget

	Expenses Prior To FY17	Remaining Expenses	Revised Project Budget	Original Project Budget	Variance
<b>Fire- Central Station</b>					
Purchase 14 Church Street	\$290,000.00	\$0.00	\$290,000.00	\$290,000.00	\$0.00
Equipment/Furnishings	\$0.00	\$94,500.00	\$94,500.00	\$94,500.00	\$0.00
Permits/Insurance	\$0.00	\$60,000.00	\$60,000.00	\$75,785.00	-\$15,785.00
Architectural/Engineering	\$277,763.86	\$240,000.00	\$517,763.86	\$475,634.00	\$42,129.86
Project Management	\$19,050.00	\$54,600.00	\$73,650.00	\$55,500.00	\$18,150.00
Construction/Sitework	\$11,748.26	\$5,226,400.00	\$5,238,148.26	\$5,278,573.26	-\$40,425.00
Other Owners Expense	\$8,418.47	\$9,545.00	\$17,963.47	\$170,000.00	-\$152,036.53
Contingency	\$0.00	\$492,590.00	\$492,590.00	\$556,857.00	-\$64,267.00
	<b>\$606,980.59</b>	<b>\$6,177,635.00</b>	<b>\$6,784,615.59</b>	<b>\$6,996,849.26</b>	<b>-\$212,233.67</b>
<b>Fire Station 2</b>					
Equipment/Furnishings	\$0.00	\$12,000.00	\$12,000.00	\$12,000.00	\$0.00
Permits/Insurance	\$6,737.50	\$5,262.50	\$12,000.00	\$17,019.00	-\$5,019.00
Architectural/Engineering	\$92,661.77	\$23,700.00	\$116,361.77	\$102,851.00	\$13,510.77
Project Management	\$10,080.00	\$13,650.00	\$23,730.00	\$11,100.00	\$12,630.00
Construction/Sitework	\$4,160.00	\$1,293,800.00	\$1,297,960.00	\$1,250,580.58	\$47,379.42
Other Owners Expense	\$4,193.85	\$9,137.85	\$13,331.70	\$20,000.00	-\$6,668.30
Contingency	\$0.00	\$90,630.00	\$90,630.00	\$125,058.00	-\$34,428.00
	<b>\$117,833.12</b>	<b>\$1,448,180.35</b>	<b>\$1,566,013.47</b>	<b>\$1,538,608.58</b>	<b>\$27,404.89</b>
<b>Police Station @ 62 Black Mountain Rd.</b>					
Purchase 62 Black Mountain Rd.	\$55,000.00	\$685,000.00	\$740,000.00	\$0.00	\$740,000.00
Equipment/Furnishings	\$0.00	\$80,000.00	\$80,000.00	\$80,000.00	\$0.00
Dispatch Equipment	\$0.00	\$100,000.00	\$100,000.00	\$0.00	\$100,000.00
Permits/Insurance	\$0.00	\$25,000.00	\$25,000.00	\$60,220.00	-\$35,220.00
Architectural/Engineering	\$249,504.58	\$188,200.00	\$437,704.58	\$374,992.00	\$62,712.58
Project Management	\$15,948.00	\$29,150.00	\$45,098.00	\$44,400.00	\$698.00
Construction/Sitework	\$5,440.00	\$2,618,000.00	\$2,623,440.00	\$4,574,911.70	-\$1,951,471.70
Other Owners Expense	\$7,183.02	\$9,693.75	\$16,876.77	\$20,000.00	-\$3,123.23
Contingency	\$0.00	\$341,120.00	\$341,120.00	\$442,491.00	-\$101,371.00
	<b>\$333,075.60</b>	<b>\$4,076,163.75</b>	<b>\$4,409,239.35</b>	<b>\$5,597,014.70</b>	<b>-\$1,187,775.35</b>
<b>Grand Total All Project</b>	<b>\$1,057,889.31</b>	<b>\$11,701,979.10</b>	<b>\$12,759,868.41</b>	<b>\$14,132,472.54</b>	<b>-\$1,372,604.13</b>

# Brattleboro Police and Fire Stations Project

ID	Task Name	Duration	Start	Finish	Qtr 2, 2016	Qtr 3, 2016	Qtr 4, 2016	Qtr 1, 2017	Qtr 2, 2017	Qtr 3, 2017
1	<b>West Brattleboro Fire Station</b>	195 days?	Mon 4/25/16	Fri 1/20/17	Apr	May	Jun	Jul	Aug	Sep
2	Complete design	15 days	Mon 4/25/16	Fri 5/13/16						
3	Sub contractor bidding/GMP	20 days	Mon 4/25/16	Fri 5/20/16						
4	DRB application deadline	1 day	Fri 5/27/16	Fri 5/27/16						
5	DRB meeting	1 day	Mon 6/20/16	Mon 6/20/16						
6	DRB protest time frame	23 days	Mon 6/20/16	Wed 7/20/16						
7	State Permit	25 days	Mon 6/20/16	Fri 7/22/16						
8	Shop drawings and submittals	23 days	Mon 7/11/16	Wed 8/10/16						
9	Construction duration	126 days	Mon 8/1/16	Fri 1/20/17						
10										
11										
12	<b>Central Fire Station</b>	332 days	Mon 4/25/16	Tue 8/1/17						
13	Complete design	66 days	Thu 6/2/16	Thu 9/1/16						
14	Documents to PBE	1 day	Wed 7/6/16	Wed 7/6/16						
15	Selectboard Meeting	1 day	Tue 7/19/16	Tue 7/19/16						
16	DRB application deadline	1 day	Fri 7/22/16	Fri 7/22/16						
17	MachMillin plan review	1 day	Wed 8/3/16	Wed 8/3/16						
18	PFBC Meeting to review plans	1 day	Wed 8/10/16	Wed 8/10/16						
19	DRB meeting	1 day	Mon 8/15/16	Mon 8/15/16						
20	DRB protest time frame	23 days	Wed 8/17/16	Fri 9/16/16						
21	State Permit	25 days	Mon 8/15/16	Fri 9/16/16						
22	Sub contractor bidding/GMP	22 days	Fri 9/2/16	Mon 10/3/16						
23	PFBC Meeting to Approve GMP	1 day	Wed 10/12/16	Wed 10/12/16						
24	Selectboard Meeting to Approve GMP	1 day	Tue 10/18/16	Tue 10/18/16						
25	Construction duration	206 days	Wed 10/19/16	Wed 8/2/17						
26										
27										
28	<b>Police Station</b>	266 days?	Mon 4/25/16	Mon 5/1/17						
29	Complete existing conditions study	10 days	Mon 5/16/16	Fri 5/27/16						
30	Schematic design	22 days	Wed 6/1/16	Thu 8/30/16						
31	Construction design	65 days	Mon 7/4/16	Fri 9/30/16						
32	PFBC review plans	1 day	Wed 8/10/16	Wed 8/10/16						
33	Selectboard Meeting to Review Plans	1 day	Tue 8/16/16	Tue 8/16/16						
34	Document to PBE	1 day	Mon 8/1/16	Mon 8/1/16						
35	Sub contractor bidding/GMP	22 days	Mon 10/3/16	Tue 11/1/16						
36	DRB application deadline	1 day	Fri 8/26/16	Fri 8/26/16						

Project: Pecon schedule  
Date: Fri 7/15/16

Task Split Progress

Milestone Summary Project Summary

External Tasks External Milestone Deadline

## Brattleboro Police and Fire Stations Project

ID	Task Name	Duration	Start	Finish	Timeline																		
					Qtr 2, 2016	Qtr 3, 2016	Qtr 4, 2016	Qtr 1, 2017	Qtr 2, 2017	Qtr 3, 2017	Qtr 4, 2017	Qtr 1, 2018	Qtr 2, 2018	Qtr 3, 2018	Qtr 4, 2018								
37	DRB meeting	1 day	Mon 9/19/16	Mon 9/19/16																			
38	DRB protest time frame	23 days	Mon 9/19/16	Wed 10/19/16																			
39	State Permit	25 days	Mon 9/19/16	Fri 10/21/16																			
40	PFFBC Meeting to Approve GMP	1 day	Wed 11/9/16	Wed 11/9/16																			
41	Selectboard Meeting to Approve GMP	1 day	Tue 11/15/16	Tue 11/15/16																			
42	Construction duration	119 days	Wed 11/16/16	Mon 5/1/17																			

Project: Precon schedule  
Date: Fri 7/15/16

Task		Milestone	
Split		Summary	
Progress		Project Summary	
		External Task	
		External Milestone	
		Deadline	