

Police-Fire Facility Committee
Thursday, May 9, 2013, 4:00pm
Hanna Cosman Room

Committee Members: John Allen, Phillip Chapman, Kathy Dowd, Tony Farnum, Robin Sweetapple, Steve Phillips,

Absent: Prudence MacKinney, Eli Gould, David Emery, Sr.

Staff and Others Present Patrick Moreland, Steve Horton, Mike Bucossi, Gene Wrinn, Peter Lynch, Michael Fitzgerald, David Schoales

- A. Moreland confirmed meeting was warned
- B. Approve Minutes – Dowd moved to accept the minutes with a two corrections. Correction 1 – John Allen was not present as was indicated in the minutes. Correction 2 – E, paragraph 4, after “...the bond was less”, insert, “than the option on page 1, which would save approximately \$1,050,000.” Motion was seconded by Phillips. Minutes were approved.
- C. Project Update from Steve Horton – Horton informed the committee that there had been a strong turnout for the facility tour on May 8. Interested parties were taken to all three facilities and spent approximately one hour at the Municipal Center, one hour at Central Fire and thirty minutes at Station Two. Horton explained that the meeting was mandatory for any party interested in submitting a proposal for design services. In total, eighteen people made the tour, representing ten architectural and eight engineering firms.

Addendum 1 has been issued to answer some initial questions from potential architectural firms. Horton explained that the issuance of addendums insures that all potential bidders receive identical information to any questions that arise. This, he explains, keeps a level playing field among all interested parties.

Mr. Chapman offered that in the big picture, the cost difference between the most expensive firm and the least expensive firm would be minimal against the overall cost of the project. Accordingly, the committee should choose the best firm and not to make their recommendation solely based on price. Mr. Phillips acknowledges Mr. Chapman’s point and adds that design may be one of the few areas where savings may be achievable. Mr. Horton will develop a five point matrix for scoring the proposals; cost will be one evenly weighted factor out of five.

- D. Programming – Mr. Horton passes out memos written by each of the chiefs and explains that we will go over them now, but that committee members are encouraged to bring additional questions about programming to future meetings.

Chief Wrinn led the committee through a review of his memo explaining the use of space within the police department, a concept that architects refer to as programming. After Chief Wrinn described the mix of individuals that currently occupy the hallway at the Municipal Center, Ms. Dowd asked why eighty to one hundred people per week come to the Municipal Center to use the breathalyzer. Chief Wrinn reports that these visits are court ordered. Ms Dowd suggests

that the committee be mindful that there may be additional “burdens” ordered by the court in the future and that our programming should be able to adapt.

Ms Dowd asked about the need to dedicate so much space to records storage, and inquired if a transition to electronic records may reduce the need for space dedicated for this purpose over time. Chief Wrinn explains that the court system is still very much attached to original hard copy documents. Mr. Phillips confirms Chief Wrinn’s statement about the court system and its reliance on paper documents.

Mr. Phillips inquires about staffing levels within the PD. Chief Wrinn reports that a full staff is twenty seven sworn officers, eight full time and four part time dispatchers, one animal control officer and three clerks. Chief Wrinn reports that we are not today at full staff, but those interviews are underway. Mr. Phillips asks if there is space in the programming for future growth. Chief Wrinn does not see room for growth. The committee discussed the possibility of Brattleboro needing to expand the department in the future. Mr. Phillips asks if the programming depicted by Black River is the correct size. Ms Sweetapple suggests that the new architect will review the Black River designs, but will make up its own mind. Mr. Horton agrees.

Chief Bucossi led the committee through his memo, outlining the programming within the fire stations. The committee briefly discussed some elements of the programming. Ms Dowd asked the chiefs if they had visited other similar facilities. BFD had toured Keene FD, but not since it was completed. Chief Wrinn explains that there are few examples of a professional police department within the region.

Ms Sweetapple asked if there was regular interaction between the departments. Mr. Allen suggested that he had always wanted the facilities collocated, but acknowledged that his view was in the minority. Chief Bucossi outlined the many ways in which the departments coordinated regularly, especially in the use of the multi-purpose room. Mr. Phillips asked why Central would have two kitchens. Chief Bucossi described the differing needs for staff meals as opposed to the many large functions that occur at the facility. Mr. Farnum asked if the meeting room was rented. The Chief stated that while that the room had been rented in the past, it was no longer rented for public use.

Mr. Horton concluded the discussion with a message that there were likely some unbudgeted costs within the project - for example the VY tower and the relocation of oil tank. He explains that whenever you make significant modification to a public building, the owner is expected to bring the building up to modern fire safety and ADA code. These are costs that the project will trigger, but are not actually police or fire programming.

Mr. Allen stated that the Town was at a disadvantage because the bidders know how much the community is willing to spend. Mr. Phillips clarifies that the Town has bonding authority up to a given amount, but it is not compelled to spend that amount. Mr. Horton verified that he had toured the Custom Laundry facility and noted that there was very little value in terms of salvage. Negotiations with the owners are ongoing.

Ms. Sweetapple polls the committee for the need for a meeting on May 16. It is agreed that the next meeting will be May 23 at 4pm.

- E. Adjourn – Ms Dowd moved to adjourn. Mr. Phillips seconded the motion, noting that no second was required. The meeting adjourned at 5:30pm.