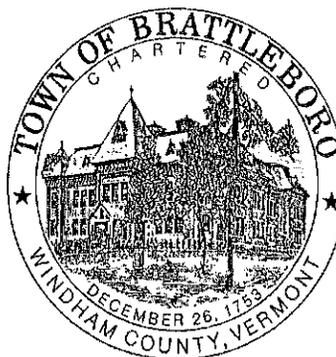


MEMORANDUM

To: Selectboard
From: Peter B. Elwell, Town Manager
Re: Police-Fire Facilities Project Update
Date: April 28, 2016



We are off to a fast start in implementing this project. The administrative project team (Town staff and the hired professionals) has met twice and communicated extensively. A preliminary project schedule has been prepared, plans are being drawn, and other design phase work is underway. The Police-Fire Facilities Building Committee has reconvened. This update also will include the status of project financing and the acquisition of 62 Black Mountain Road.

Police-Fire Facilities Building Committee (PFFBC)

After a hiatus of almost exactly 15 months, the PFFBC reconvened on April 27, 2016. All current members attended along with numerous Town staff, all 3 hired professionals, and several interested citizens. The first half of the meeting addressed mainly procedural and logistical matters. The second half of the meeting was a very substantive discussion of requests submitted by the West Brattleboro Association (WBA) related to the West Brattleboro Fire Station project and the surrounding site. The PFFBC's recommendations regarding the WBA's requests are set forth later in this memorandum. The next PFFBC meeting is scheduled for Wednesday, May 11, at 4:30pm in the Selectboard Meeting Room. The agenda for that meeting will include review of the plans for the West Brattleboro Fire Station and a discussion regarding energy efficiency measures in the design of all three project components.

There are 3 applicants for the vacant seat on the PFFBC. Their applications are attached to this memorandum. Per your prior direction on this matter, the Selectboard is scheduled to appoint someone to fill that vacancy at the Selectboard meeting on May 3.

Preliminary Project Schedule

In collaboration with the administrative project team, Owner's Project Manager Steve Horton prepared a preliminary project schedule (a copy is attached). This schedule was presented to the PFFBC which discussed it briefly and did not suggest alterations at this time. Please note that this project schedule is both aggressive and very preliminary. The only "play" in the schedule is waiting to commence construction until after the 30-day appeal period has passed for each applicable Development Review Board approval. Even during those 30-day periods, other activities will be occurring to ensure that we are ready to commence construction as soon as the appeal period ends. Therefore, we all should expect that there will need to be some adjustment in the project schedule as our work proceeds. The administrative project team's assurance to the PFFBC, the Selectboard, and the community is that such adjustments will only be made when necessary to accommodate unexpected circumstances and will not be made simply as a matter of convenience. We are committed to expediting this work. Also, we will provide a status report on the project schedule at every PFFBC meeting and in every one of these project updates to the Selectboard.

Project Financing

We are proceeding with all work necessary for the Town to be included in the Vermont Bond Bank's 2016 series bonds, which are expected to be issued in July. In the meantime, one bank has advised Finance Director John O'Connor that it would consider financing this project, but that bank indicated it would have to charge a higher interest rate than what the Vermont Bond Bank has estimated we are likely to pay on this summer's bonds. While this makes it likely that John and I will recommend traditional bond financing, we are not yet at the point where the Selectboard has to make a final commitment to either method of financing, so we are not asking for action on this matter at the May 3 Selectboard meeting.

Status of 62 Black Mountain Road

We are on schedule for an August 10 closing. Inspection work (both by the environmental review consultant and by the design team) is currently being scheduled and will commence in early May.

We are addressing the potential implications that the sale of the *Brattleboro Reformer* may have on the planned lease of approximately 2,000 square feet for the *Reformer's* offices and newsroom. While it is not yet clear whether the *Reformer* will actually end up occupying such space, the purchase and sale agreement states clearly that (1) the Town has the right to purchase the building, and (2) the sellers have an obligation to lease the referenced space for a minimum of 3 years. We hope to promptly reach an understanding with the sellers about their intentions on this question as the outcome of those discussions may have design implications for the police station. We will provide a status report on this matter in our next updates to the PFFBC and the Selectboard.

West Brattleboro Association Requests

Attached is a letter dated April 22, 2016, from Michael Bosworth, President of the WBA. The letter states several requests related to the design and use of the West Brattleboro Fire Station site. Here are the recommendations of the PFFBC and Town staff regarding those requests:

Exterior Electrical Outlet

The PFFBC voted unanimously to recommend Selectboard approval of this request. Staff concurs. There already are 3 exterior outlets planned for the building and the architect can easily ensure they are sufficiently robust to meet the expected needs of the Fire Department and the community. This is a low cost or no cost item.

Extension of Power to the Village Green

The PFFBC took no action on this request after learning from the architect that power will be extended to a streetlight on the green as part of this project. All parties (Mr. Bosworth, the PFFBC, and the administrative project team) agreed that any consideration of WBA's desire to further extend the power supply to a different location on the green should occur outside the scope of this project.

Storage Shed

The PFFBC voted unanimously to recommend Selectboard rejection of this request. Staff concurs. This item presents both site plan and site use concerns. In taking its action on this item, the PFFBC observed that all emphasis of the design and cost for the 3 project components should be on the public safety uses for which the projects were approved. Staff concurs. When the project has been completed in accordance with Representative Town Meeting's approval, we can later address community requests for various activities just as we do at other Town facilities.

Bulletin Board

The PFFBC voted (by majority vote with one member opposed) to recommend Selectboard rejection of this request. Staff concurs.

Use of the Grassy Area Behind Station 2

The PFFBC took no action on this request, recognizing it to be a policy question of how the site will be used in the future rather than a project related site or design issue. Staff concurs and recommends that further consideration of this request occur after the site plan for the West Brattleboro Fire Station has been completed and approved.

Assessment of the Current Station 2

The PFFBC voted (by majority vote with one member opposed) to recommend that the Selectboard direct the administrative project team to prepare a site plan which calls for the demolition of the existing station. Staff concurs. Delaying final design, permitting, bidding, and construction of the West Brattleboro Fire Station to allow time for the requested assessment could significantly delay not only this component, but also the Central Fire Station component. If we were to avoid that delay by proceeding with a site plan that calls for the existing building to remain, we would be presuming preservation of that building with only a general idea of potential future uses and with no indication of a funding source for making the building safe (\$250,000 was the cost estimate for the "minimum required plan" for this building) or for future operation and maintenance costs.

Restroom Access

The PFFBC took no action on this request, recognizing it to be a policy question of how the site will be used in the future rather than a project related site or design issue. Staff concurs and recommends that further consideration of this request occur after final design for the West Brattleboro Fire Station has been completed and approved.

Enhancement of the Flag Pole Area

The PFFBC took no action on this request, recognizing it to be a policy question of how the site will be used in the future rather than a project related site or design issue. Staff concurs and recommends that further consideration of this request occur after the site plan for the West Brattleboro Fire Station has been completed and approved.

If you have any questions or require any additional information on these matters prior to the Selectboard meeting on May 3, please contact me at your convenience.

PBE:

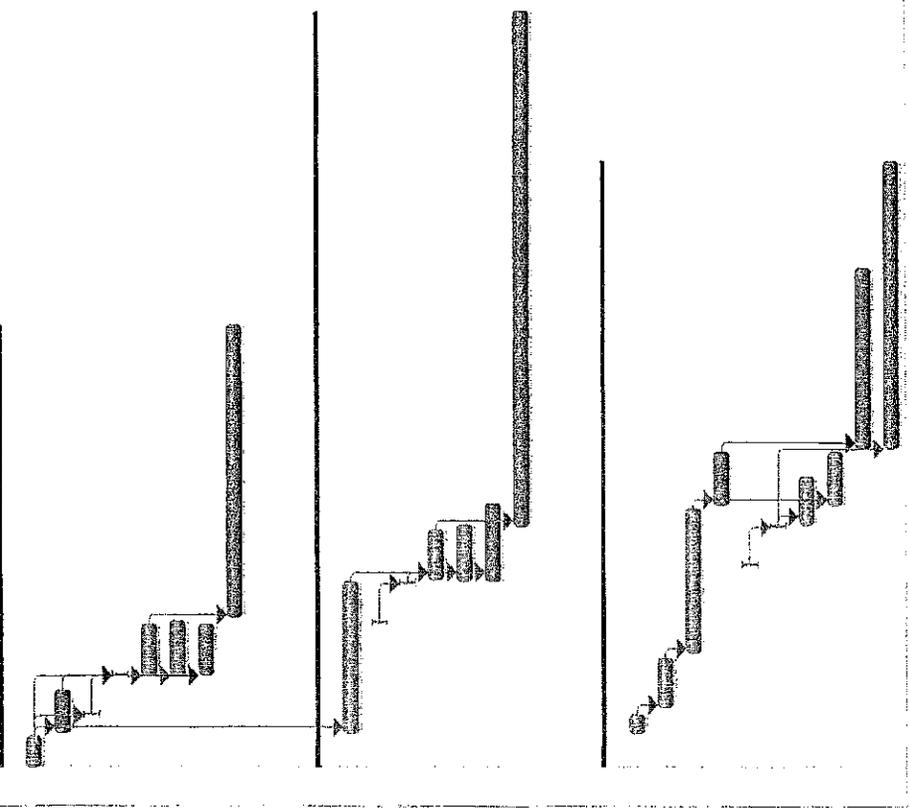
Attachments

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

Brattleboro Police and Fire Stations Project

Qtr 2, 2016 Qtr 3, 2016 Qtr 4, 2016 Qtr 1, 2017 Qtr 2, 2017 Qtr 3, 2017
 Apr May Jun Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Jul Aug

ID	Task Name	Duration	Start	Finish
1	West Brattleboro Fire Station	195 days?	Mon 4/25/16	Fri 1/20/17
2	Complete design	15 days	Mon 4/25/16	Fri 5/13/16
3	Sub contractor bidding/GMP	20 days	Mon 5/16/16	Fri 6/10/16
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 6/20/16	Wed 7/20/16
9	Constuction duration	130 days	Mon 7/25/16	Fri 1/20/17
10				
11				
12	Central Fire Station	332 days	Mon 4/25/16	Tue 8/1/17
13	Complete design	66 days	Mon 5/16/16	Mon 8/15/16
14	DRB application deadline	1 day	Fri 7/22/16	Fri 7/22/16
15	DRB meeting	1 day	Mon 8/15/16	Mon 8/15/16
16	DRB protest time frame	23 days	Wed 8/17/16	Fri 9/18/16
17	State Permit	25 days	Tue 8/16/16	Mon 9/19/16
18	Sub contractor bidding/GMP	35 days	Tue 8/16/16	Mon 10/3/16
19	Constuction duration	228 days	Mon 9/19/16	Wed 8/2/17
20				
21				
22	Police Station	266 days?	Mon 4/25/16	Mon 5/1/17
23	Complete existing conditions study	10 days	Mon 5/16/16	Fri 5/27/16
24	Schematic design	22 days	Wed 6/1/16	Thu 6/30/16
25	Construction design	65 days	Mon 7/4/16	Fri 9/30/16
26	Sub contractor bidding/GMP	25 days	Mon 10/3/16	Fri 11/4/16
27	DRB application deadline	1 day	Fri 8/26/16	Fri 8/26/16
28	DRB meeting	1 day	Mon 9/19/16	Mon 9/19/16
29	DRB protest time frame	23 days	Tue 9/20/16	Thu 10/20/16
30	State Permit	25 days	Mon 10/3/16	Fri 11/4/16
31	Shop drawings and submittals	80 days	Mon 11/7/16	Fri 2/24/17
32	Constuction duration	126 days	Mon 11/7/16	Mon 5/1/17



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

Project: Precon schedule
 Date: Mon 4/25/16



The purpose of the Association is to promote the thoughtful and effective evolution of the community of West Brattleboro as a place that is safe, healthy, attractive, and prosperous.

April 22nd, 2016

To Whom it May Concern:

Subject: Future community amenities related to the West Brattleboro Fire Station project

The West Brattleboro Association is looking forward to having a new "Station 2" in our village in the near future. The improved services are important to us all.

The project also presents an opportunity for amenities that can enhance our community. We would like to discuss the items below. We should also make clear that the WBA would consider contributing dollars or volunteer hours to any request that is going to cost the Town additional money.

There are a couple of features that we would like to see that directly relate to the new Station 2 building itself, and so should be directed first to *the Police Fire Facilities Building Committee*:

- Exterior electrical outlet. An exterior electrical outlet behind the station, which would be available for community events. For example, it would be highly useful to the outdoor cinema events (which have occurred over the last 2 years) or to events on the village green to be able to plug into a robust and safe exterior power source.
- Extension of power to the village green. An extension of power from the station to a location on the village common. Particularly if South St. needs to be dug up at some point during construction, there would be an opportunity to run a line underground to the green. Like the requested exterior electrical outlet behind the station, an outlet on the village green would be highly useful for community events, or for hanging holiday lights.
- Storage shed. A storage shed for event materials, such as a grill, extension cords or tables. Such a shed could be attached to the new station, or could be free-standing.

- Bulletin board. A community bulletin board on the side of the new station. With the new station being that much closer to Western Ave, and to the village green and the bus stop, such a bulletin board can become a more viable part of community life.

There are a few things on our list which are more in the realm of policy and so fall more directly under the purview of *the Fire Department or the Selectboard*, and some relate also to *the Brattleboro Town School District*:

- Use of the grassy area behind Station 2. Continued possibility - even during construction of the new Station 2 - to use the grassy plateau behind the current Station 2 for outdoor cinema events. We realize that we always need to get a permit to put on these popular public events, just as we have done in the past.

- Assessment of the current Station 2. We realize the old Station 2 is showing its age and we realize there are some mold issues there. We would like, however, to have a chance to evaluate it regarding whether it's feasible to keep it in use. The WBA has no predetermined idea about what the building could become, though having either some kind of "maker space" or community space would be beneficial. A first step before going any further, however, would be to determine whether it's at all feasible.

- Restroom access. Access to a restroom for community events. This would be a real plus for such events.

- Enhancement of the flag pole area. Refurbishment and enhancement of the old Academy School flag pole area. Getting a new flag pole in place can be one aspect. Putting out new flower barrels can be another. Erecting of a firemen's memorial is a third idea.

Thank you for your time and if you have any questions about these community amenities, please send them our way.

Sincerely,

Michael Bosworth, Board President
258.6475 mlb@sover.net