

Approved October 19, 2016

Mendon Police Station Building Committee Meeting
Mendon Fire Station
Mendon, MA 01756
Wednesday, September 28, 2016
6:00 p.m.

I. Tour of Existing Building Started by Friends of Mendon Police

The group toured the existing building started by the Friends of Mendon Police prior to the formal meeting. Committee member Eric Peterson led the group on the tour. Those in attendance included Building Committee members Mike Ammendolia, Joe Cronin, Don Morin, Moritz Schmid, and Linda Thompson, as well as Board of Selectman member Mark Reil and Acting Mendon Public Safety Director Dave Kurczy.

II. Call to Order

After the tour, the Committee proceeded to the Fire Station conference room for its formal meeting. Although it was a little early, since all members were present, the meeting was jointly called to order at 6:52pm by Joe Cronin and Don Morin.

Building Committee Members Present:

Tim Aicardi, Mike Ammendolia, Joe Cronin, Don Morin, Eric Peterson, Moritz Schmid, Linda Thompson. Mike Ammendolia informed the rest of the committee that he had not yet been sworn in, so he will not be able to vote on any issues that come before the committee at this meeting.

Others Present:

Chris Burke and Mark Reil, Mendon Board of Selectmen
David Kurczy, Acting Mendon Public Safety Director
Linda Hawkes, Mendon Treasurer/Collector (Linda left the meeting at 7:30pm)

III. Organize Police Station Building Committee

Don Morin opened the discussion by asking for nominations for building committee chair.

MOTION: A motion was made by Don Morin, seconded by Moritz Schmid to nominate Joe Cronin as chair of the building committee.

DISCUSSION: Joe accepted the nomination. Don asked for other nominations, but there were none.

VOTED: Unanimous

At this point Joe Cronin took over the meeting as chair.

MOTION: A motion was made by Joe Cronin, seconded by Don Morin to nominate Tim Aicardi as vice chair of the building committee.

DISCUSSION: Tim accepted the nomination. There were no other nominations.

VOTED: Unanimous

MOTION: A motion was made by Moritz Schmid, seconded by Eric Peterson to nominate Don Morin as secretary of the building committee.

DISCUSSION: Don accepted the nomination. There were no other nominations.

VOTED: Unanimous

At this time Don explained that while he was the secretary of the library building committee he also tracked all spending against the budget. He said he would do it again for this committee, but was willing to let someone else do this if he/she wanted to. Joe asked Linda if she was interested, and she said she would accept this role if Don was willing to help show her what's needed. Don obliged.

MOTION: A motion was made by Mike Ammendolia, seconded by Eric Peterson to nominate Linda Thompson as treasurer/budget tracker for the building committee.

DISCUSSION: Linda accepted the nomination. There were no other nominations.

VOTED: Unanimous

IV. Approval of Meeting Minutes – September 14, 2016

MOTION: A motion was made by Moritz Schmid, seconded by Eric Peterson to accept the meeting minutes from September 14, 2016.

DISCUSSION: None.

VOTED: Unanimous

V. Open Meeting Law Reminder from September 20, 2016 Training

Linda attended the Open Meeting Law training on September 20, 2016 and provided the following reminders for the committee.

- Agendas should be as complete as possible, but can contain an item that allows for items not reasonably anticipated 48 hours prior to the meeting.
- An item can be added to the agenda within 48 hours of the meeting.
- If a meeting is canceled because of a weather related emergency, the meeting would need to be reposted in accordance with the 48 hour notice guideline. The meeting cannot be held the next day.
- Meeting postings must contain the time, date and place, and must be filed with the Town Clerk. The committee is responsible for complying with the Open Meeting Law, not the Town Clerk.
- If meeting minutes are requested, the committee has ten days to supply them to the requester.

VI. Review/Update Open Action Items

1. Invite Greg Carell to a future meeting to update the entire group on the past work and the future plans for the building begun by the Friends of Mendon Police. – Joe
Joe reached out to Greg Carell. Greg sent Joe lots of documentation for the new building, including many drawings and plans. Joe will share them with the rest of the committee, and will also print them out for the committee to reference. Greg also agreed to come to a future meeting upon request.

ACTION: Joe Cronin will print out a set of hard copy plans for the committee to use for future reference.

Chris Burke mentioned that the original set of plans were put together by R.C. Searles Associates and signed off by the DPH. It was based on the original plans presented at the first town meeting. The building is less than 7500 square feet in size (about 6700 square feet) so no sprinkler system is required. After the original plans were signed off the project came back to the town and the Friends of Mendon Police enlisted Greg Carell to do a cost estimate of the work needed to complete the project. Greg was brought on board for \$15K. He made structural comments and provided a sketch of a potential building layout among other things. Greg also committed to come back to explain the plans to the town if the project was brought forward to the voters to continue the project. Joe will invite Greg to a future meeting.

2. Reach out to Dan Byer to inquire about setting up a page on the Mendon town website for the Police Station Building Committee to use for posting meeting minutes, action items, etc. – Don

Don informed the committee that a web page is set up for the committee to use and that Dan Byer will provide access to whoever we want to maintain the site. Don agreed to support the web page. Joe asked Linda if she would be willing to assist. She agreed. Don and Linda will meet with Dan to obtain the required access and training needed to maintain the web site.

3. Take a tour of the building as a group to get a firsthand look at its current condition. – Full Committee

The committee took a tour of the building at 6:00pm, prior to the 7pm meeting.

4. Send a soft-copy of his funding document to Don Morin for Don to share with the rest of the Committee. – Selectman Schofield

Selectman Rich Schofield emailed the funding document to Don and Don shared it with the full committee. Since this document was created by Selectman Schofield, it was suggested that Don contact Rich and ask him to add some verbiage that stated that this was a draft document from one Selectman and was not the opinion of the entire board as they have not reviewed it as a group yet.

ACTION: Don will contact Selectman Rich Schofield to ask him to add the word DRAFT to the document and also add that it is a position paper from one Selectman and not the opinion of the entire Board since they have not reviewed it as a group yet.

5. Reach out to the Town Clerk to inquire about attending the next meeting to swear in the remaining Committee members at that time. – Don

Don reached out to the Town Clerk's office but neither the Town Clerk nor the Assistant Town Clerk were able to attend the meeting as they were both at a conference.

VII. Open Discussion on Documentation Provided, Project Plans, Next Steps.

Joe reiterated that he received numerous documents from Greg Carell and would share them with the full committee and Don will post them to the committee website along with other documents received from the Board of Selectmen, including the Town Hall Campus Study. This study was provided to the committee because one option the Board of Selectmen want the committee to vet is whether it is feasible to build a new police station behind the existing building, or on any other available parcel of land in town for that matter. Also, with regard to the town hall campus study, the group asked if all buildings were tied into the school's sewer pipe that ran to the leach field behind the Highway Barn. Tim and Mike believed that all buildings were tied in, but thought it would be a good idea to check with the Board of Health to be certain. Tim agreed to check. He will also check to see if there are any limitations to adding additional grey water to the existing pipe. Chris also agreed to contact local realtor Gary Smith to inquire about available parcels of land in town that might be suitable for a new police station.

ACTION: Tim Aicardi will contact the Board of Health to learn if all buildings on the Town Hall campus are tied into the Clough School sewer pipe and if any limitations exist to adding additional capacity to the system. He will also inquire about the possibility of expanding the existing leach field.

ACTION: Chris Burke will reach out to Gary Smith to inquire about available parcels in town that would be suitable for a new police station.

Chris and Eric stated that they had reached out to Kevin Meehan to ask him how he felt about the town not finishing the building that he helped get off the ground. He stated that he is fine with doing whatever is best for the town provided that others who donated money toward the project are also okay with it. Chris reiterated that it was up to the building committee to make a recommendation to the Board of Selectmen whether to finish the existing building or build a new station elsewhere.

Joe asked Dave Kurczy for his thoughts on the new building. Dave stated that it is geographically near the center of town, which isn't a bad spot to be. However, the building is located far off the road. He also mentioned that the Board of Selectmen would like the fire and police personnel to be more involved with the community, and the current fire department personnel feel isolated down on Morrison Drive. It is also important to note that on two occasions signs signifying the location of the fire department have been stolen since the building has been in existence. There is also only one means of entrance/exit to the site, which could easily be blocked. Dave is also concerned about having the building isolated so far back in the woods.

Dave went on further to explain that he shared the plans with his staff as he wants his entire department to be involved with any new station that may be built. Of the current thirteen officers in the police department, twelve stated that they would prefer to remain in the existing station rather than be moved to the Morrison Drive property

back in the woods. They want to be part of the community and be visible to the residents of the town, not isolated.

With regards to the building being isolated by woods, it was asked if trees could be cleared to make the site more visible. This will have to be investigated. The committee agreed to look into many of the concerns raised by Dave as we move forward. Dave also wants to be sure that any decision comprehends the long term needs of the town.

ACTION: Chris will talk with Kevin Meehan regarding access through his property for a second entrance to the new building.

ACTION: Committee will also look at site plans for surrounding properties to understand what else is going on in the area of Morrison Drive.

VIII. Plan, Design & Construct Police Facilities Conference in Dallas, TX Nov 9-11

Dave shared information that he received from Mary Bulso, Owner's Project Manager for the Taft Library renovation project regarding a police station construction conference in November and wondered if anyone would be able to attend. Since nobody was able to go, the committee decided to reach out to Mary Bulso to get her input on the conference since she will be attending.

ACTION: Dave Kurczy will contact Mary Bulso to get feedback on the conference in Dallas, TX she will be attending in November.

IX. Next Meeting Date, Time and Agenda

The next meeting will be held on Wednesday, October 19th at 6:30pm. The committee will take a tour of the existing facilities, including the offices in the lower level of the town hall, and will then proceed to the police station conference room for a formal meeting at 7pm. Agenda will include a review of the existing site plans for the new building, a discussion about the current deficiencies with the existing building, and a review of the open action items.

X. Adjournment

MOTION: A motion was made by Eric Peterson, seconded by Moritz Schmid to adjourn the meeting.

DISCUSSION: None.

VOTED: Unanimous.

The meeting adjourned at 8:17 p.m.

Minutes by Don Morin