

Approved December 13, 2016

Mendon Police Station Building Committee Meeting  
Mendon Fire Station  
Mendon, MA 01756  
Tuesday, November 29, 2016  
6:15 p.m.

I. Meet at Mendon Fire Station to Car Pool to Bellingham Police Station

Chris Burke, Joe Cronin, Dave Kurczy, Don Morin, Eric Peterson, and Linda Thompson met at the Mendon Fire Station and took two vehicles over to the Bellingham Police Station for a tour.

II. Tour of Bellingham Police Station

Bellingham Police Chief Gerry Daigle provided a tour of the Bellingham Police Station to Chris Burke, Joe Cronin, Dave Kurczy, Don Morin, Eric Peterson, and Linda Thompson. Linda took pictures throughout the tour.

III. Call to Order

After the tour, the meeting was called to order at the Mendon Fire Station at 8:09 pm by Joe Cronin.

Building Committee Members Present:

Tim Aicardi, Joe Cronin, Don Morin, Eric Peterson, Linda Thompson

Others Present:

Chris Burke and Mark Reil, Mendon Board of Selectmen  
David Kurczy, Mendon Police Chief  
Dick Skinner, Mendon Resident  
Christian Yapor, Milford Daily News

IV. Approval of Meeting Minutes – November 9, 2016

MOTION: A motion was made by Linda Thompson, seconded by Eric Peterson to accept the meeting minutes from November 9, 2016.

DISCUSSION: None

VOTED: Unanimous

V. Review/Update Open Action Items

1. Contact Mary Bulso to get feedback on the police station construction conference in Dallas, TX she attended November 9-11. – Dave
  - Dave will invite Mary to our next meeting to provide the committee with an update.
2. Obtain a drawing of the Town Hall campus with square footage information. – Tim

- Tim has not yet been able to obtain a drawing of the Town Hall campus with square footage information.
- 3. Contact Greg Carrell to find out what it might cost to create some initial plans and cost estimates for a short list of potential sites for a new police station. – Joe
  - Joe spoke with Greg Carrell last week. Greg provided Joe with a ballpark estimate of about \$12K for up to three or four cost estimates for potential sites for a new police station. More details would be needed on the sites to get a better estimated cost.
- 4. Send the drawings of the former Taft Orchard property on route 16 to Don so the Committee can understand what section of that property is available for municipal use. – Rich
  - Rich provided the drawings to Don and he shared them with the full committee and posted them to the committee's website. The section of the property designated for municipal use is the section closest to North Avenue.
- 5. Determine how much land would be needed to support an approximately 7000 sq. ft. building plus a well, septic system, drainage, etc. – Chris, Tim
  - It's difficult to answer this question given the many unknowns about a specific site, but Tim thought one might need about one and a half acres and Chris stated that the Bellingham station had two acres for their 13.75K square foot station.

#### VI. Determine Rating & Ranking Criteria to Evaluate Sites for the New Police

Don shared his initial rating and ranking document with the group with three potential criteria to start with: location, cost and timeline. With regards to location, the group felt that there were several components to this criterion, including the following:

- Location on a major town road – allows for greater visibility for the public
- Proximity to the road, which would also impact visibility and community accessibility, as well as safety for the officers
- Proximity to Town Hall, as the police staff interacts a lot with town employees on a daily basis
- Number of means of egress to/from the site

With regards to cost, Chris calculated that a 6700 square foot structure at \$325 per square foot would cost about \$2.2 million to build. Depending on what site is chosen, additional costs may be needed, so cost estimates will definitely be needed for the final list of sites chosen. The committee didn't discuss timeline but left it as a possible criterion for now. Joe suggested adding an item that had something to do with the disruption of existing town services/staging/site access. Don agreed to add this to the list of criteria. No other criterion was suggested.

Given the several criteria that the committee felt was important for a potential new site, the group reviewed the eight locations it was evaluating in an attempt to narrow the list down to the top few. The results of that discussion are as follows:

1. Finish Morrison Drive “shell” – this option must remain on the list due to its potential to be the lowest cost choice to the town as construction has already been started.
2. Lease to own existing “shell” on Morrison Drive – the group felt that this option should only be pursued as a last resort. Since the idea would require legal counsel and could become tricky, Selectman Burke suggested that the BOS discuss this at one of their upcoming meetings. For now, the committee will remove this option from consideration until more about the logistics of this option is known.
3. Build new station behind existing station – because this option is ideally located, it will remain on the list for further evaluation.
4. Renovate former fire station on Town Hall campus – like option three above, the location is ideal so this option will also remain on the list for further evaluation. The building is also already in the process of being evaluated for renovation using CPA money to make it useable administrative space. Perhaps the committee could add onto the work already begun with the Town Hall campus study and renovation.
5. Build new on route 16/North Ave (former Taft Orchard) – the group decided to move this option to the back burner for now and not evaluate it for several reasons: route 16 and North Avenue are both extremely congested at rush hour, keeping the property whole versus taking a portion for municipal use severely reduces the property’s overall value with the BOS looking to put it out for an RFP at this time, the topography of the site is not ideal, and if we need to build new it would make more sense to do so on the Town Hall campus than on this property.
6. Kevin Meehan land on Morrison Drive (property swap?) – the group felt that this option would raise some complex legal issues and the location of the land is not much better than option number one which already has a shell constructed. Therefore this option will not be pursued.
7. Kimball Property and 8. Bridges property on Providence Road – while both properties have easy access to a main road, both would require additional cost to purchase land so they won’t be as lucrative as options one, three or four from a taxpayer perspective. Therefore, neither will be pursued as it wouldn’t be fiscally responsible.

VII. Determine Information Needed to Rate & Rank Potential Sites for New Station;  
Assign Action Items to Obtain Required Information

For option number one, an updated cost analysis from Greg Carell would be needed. Joe Cronin agreed to contact Greg to ask him if any substantial updates to the estimate from June 2015 are needed.

**ACTION:** Contact Greg Carell to ask if any substantial updates to the cost estimate from June 2015 to complete the Morrison Drive “shell” are needed. It is important to have the hard and soft costs separated in any estimate that is received. – Joe

For option numbers three and four, it was suggested that someone from the committee get in touch with Kim Newman to update her on the committee's work and to ask her how to proceed with an analysis of adding a police station to the existing Town Hall campus study work. Perhaps the same firm who completed the initial study can do an additional cost estimate for a new police station or a renovation of the old fire station. The committee would like to also know if they have a scaled drawing of the Town Hall campus. If not, perhaps a survey should be completed. Don agreed to follow up with Kim on these items.

**ACTION:** Contact Kim Newman to update her on the committee's work and to ask her how to proceed with an analysis of adding a police station to the existing Town Hall campus study work either to build new or renovate the old fire station. – Don

Dave stated that he would be receiving drawings and cost information from Chief Daigle of Bellingham that we can use for comparison during our analysis.

**ACTION:** Obtain cost information and drawings for Bellingham Police Station - Dave

Tim asked if we could possibly entertain selling the Morrison Drive "shell" and the land it sits on if we ultimately decide to pursue option three or four. This will need to be further investigated as the committee narrows down its choice of location. Chris also added that he has the CAD drawings for the existing shell on Morrison Drive and can modify them should we need to in the future.

#### VIII. Items Not Reasonably Anticipated 48 Hours Prior to Meeting

None

#### IX. Next Meeting Date, Time and Agenda

The next meeting will be held on Tuesday, December 13<sup>th</sup> at 7:00pm in the Fire Station conference room. Agenda for the meeting will include an update from Mary Bulso on the police station construction conference she recently attended in Dallas, TX (pending her availability), a discussion of the pros and cons of the three sites being considered for the new station, and a review of the open action items.

#### X. Adjournment

**MOTION:** A motion was made by Eric Peterson, seconded by Tim Aicardi to adjourn the meeting.

**DISCUSSION:** None.

**VOTED:** Unanimous.

The meeting adjourned at 9:12 p.m.

Minutes by Don Morin