

Approved March 22, 2017

Mendon Police Station Building Committee Meeting
Mendon Fire Station Conference Room
Mendon, MA 01756
Wednesday, February 8, 2017
7:00 p.m.

I. Call to Order

The meeting was called to order at 7:03 pm by Joe Cronin.

Building Committee Members Present:

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

Others Present:

Mendon Police Chief David Kurczy
Dick Skinner, Mendon Resident
Christian Yapor, Milford Daily News

II. Approval of Meeting Minutes – January 25, 2017

MOTION: A motion was made by Linda Thompson, seconded by Eric Peterson to accept the meeting minutes from January 25, 2017.

DISCUSSION: None.

VOTED: Unanimous.

III. Review Proposals from CBI Consulting, Inc. and Kaestle Boos Associates, Inc. for Town Hall Campus Police Station Cost Estimates and Recommend One to the Board of Selectmen to Sign

The Committee received proposals from two companies: CBI Consulting, Inc. and Kaestle Boos Associates, Inc. to perform work on the two options the Committee is considering for putting a police station on the Town Hall campus: renovating the former fire station and building a new station. Joe Cronin and Chief Kurczy explained the details of the proposals received from the two firms. A copy of each proposal is included here:



CBI Consulting Inc.
Proposal



Kaestle Boos
Associates, Inc. Prop

Chief Kurczy recommended that we consider the original proposal from CBI at a cost of \$9900 instead of the revised one of \$7000 as it was more comprehensive and provided more of what the committee needed in order to proceed with an informed decision. Chief Kurczy added that CBI has experience with renovating and adding on

to older buildings, while Kaestle Boos has experience with police station construction. Kaestle Boos was the architectural firm that worked on the Bellingham Police Station.

CBI's proposal for \$9900 would provide the committee with a conceptual site plan for both options being considered, which would include building footprints, parking access and green space. They will also provide a narrative that describes existing known site utility systems and review the impact that a new building will have on these systems. They will also supply cost estimates comprised of building costs and landscape improvements only for both options. One meeting is included in the proposal.

Kaestle Boos Associates' proposal for \$9750 would begin by working with Chief Kurczy to perform a needs assessment and space needs program for the Mendon Police department. They would then provide a conceptual design or designs along with a basic opinion of probable cost for the options. The Committee would then need to select the better option and Kaestle Boos would develop and present a complete concept level design package that includes preliminary site plans, floor plans, finish schedule, elevations and an architectural rendering. They would also provide a construction cost estimate and anticipated owner costs such as A/E fees, OPM fees, geotechnical investigation, permit fees, utility back-charges, moving, testing and inspection costs plus an appropriate owner's project contingency reserve.

Chief Kurczy mentioned that regardless of which option the Committee chooses, the cost of the project could be offset a bit through a state grant to cover the cost of moving regional dispatch from the existing station to a new location. The grant application due date is the end of May each year.

The Committee discussed the pros and cons of each proposal, and it was felt that the Kaestle Boos Associates, Inc. proposal was much more comprehensive than the one from CBI Consulting, Inc., provided that the conceptual designs would be done for both options under consideration, and also provided that the complete concept level design package would be suitable for a town meeting presentation. Chief Kurczy attempted to call Kaestle Boos during the meeting to inquire about these two items but his contact person was not available. Chief Kurczy agreed to contact Kaestle Boos after the meeting to confirm these assumptions.

Given that a lot more would be received from Kaestle Boos Associates, Inc. for a little less money than CBI Consulting, Inc., including a needs assessment, space needs program and town meeting ready documents, the following motion was made:

MOTION: A motion was made by Eric Peterson, seconded by Tim Aicardi to select the proposal from Kaestle Boos Associates, Inc. for \$9750 provided that the conceptual design work outlined in sections 3.1 and 3.2 would be performed on the two options under consideration, and also provided that the complete concept level design package described in section 3.4 would be suitable for a town meeting presentation.

DISCUSSION: It was mentioned that by selecting Kaestle Boos Associates, Inc. a side benefit would be that there would now be two architectural firms familiar with the town hall campus which could be beneficial in the future.

VOTED: Unanimous.

After the motion carried, Joe Cronin suggested that we also ask Kaestle Boos, Inc. if they would add an assessment of the impact a new building would have on the existing water and sewer services to the items being supplied in section 4.3. The Committee felt that this was a good idea. As a result, the motion was amended as follows:

MOTION: A motion was made by Joe Cronin, stepping down as chair, and seconded by Eric Peterson to select the proposal from Kaestle Boos Associates, Inc. for \$9750 provided that the conceptual design work outlined in sections 3.1 and 3.2 would be performed on the two options under consideration, provided that the complete concept level design package described in section 3.4 would be suitable for a town meeting presentation, and provided that an assessment of the impact a new building would have on the existing water and sewer services is added to section 4.3.

DISCUSSION: None.

VOTED: Unanimous.

ACTION: Chief Kurczy will contact Kaestle Boos Associates, Inc. to inform them that we would be selecting their proposal provided that the conceptual design work outlined in sections 3.1 and 3.2 would be performed on the two options under consideration, provided that the complete concept level design package described in section 3.4 would be suitable for a town meeting presentation, and provided that an assessment of the impact a new building would have on the existing water and sewer services is added to section 4.3.

Don asked that the Committee spend a few minutes to summarize the next steps required for the project. The process would be for Chief Kurczy to obtain an updated proposal from Kaestle Boos Associates, Inc. and present it to Town Administrator Kim Newman for approval. At a recent Board of Selectmen's meeting up to \$10,000 was approved for this work, and the BOS also approved having the Town Administrator sign the proposal on behalf of the BOS. Once that is completed, Chief Kurczy will work with Kaestle Boos Associates, Inc. on items 1 through 3.2 and the Committee would then meet to determine which of the two options on the Town Hall campus would go out for a complete concept level design package and cost estimate.

IV. Items Not Reasonably Anticipated 48 Hours Prior to Meeting

Eric asked when the Annual Town Meeting warrant closes and Chief Kurczy stated March 17th. Given that the Committee will likely not be ready to make a recommendation to the Board of Selectmen for the location and estimated cost for a police station by that time, the Committee agreed that it should alert the BOS of this and recommend that they determine whether to put a placeholder article on the Annual Town Meeting warrant for a new police station, assuming that a recommendation would be made in time. Don agreed to alert the BOS of this when he sends out the meeting minutes to the Committee and the BOS.

ACTION: Don will inform the Board of Selectmen that the Committee will likely not be ready to make a recommendation to them for the location and estimated cost for a police station by the time that the Annual Town Meeting warrant closes on March 17th. The BOS will then need to determine whether to put a placeholder article on the warrant for a new police station or not.

V. Next Meeting Date, Time and Agenda

Once Chief Kurczy is able to work with Kaestle Boos Associates, Inc. on items 1 through 3.2 of their proposal, a meeting will be posted at which the Committee will determine which of the two options on the Town Hall campus should go out for a complete concept level design package and cost estimate. That option can then be compared with the completion of the shell on Morrison Drive so a final recommendation can be made to the Board of Selectmen for a new police station.

VI. Adjournment

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

DISCUSSION: None.

VOTED: Unanimous.

The meeting adjourned at 7:59 p.m.

Minutes by Don Morin