

DECISIONS AND ACTIONS LOG

Project Name: Mendon Police Station Building Committee

Rev 6

01/25/17

Item	Item Description	Date Assigned	Responsible Person	Date Required	Status	Decision or Action	Date Delivered	Comments, Links, etc.
23	Obtain cost information and drawings for Bellingham Police Station	11/29/2016	Dave Kurczy Tim Aicardi	12/13/2016	Processing	12/13/2016: Dave stated that he has received drawings of the Bellingham Police Station from Chief Daigle and that he would share them with the Committee. He has not yet received cost information, but said that he would follow up on this, potentially reaching out to the architect for this information if necessary. 1/25/2017: Dave has been unable to get the drawings for the Bellingham Police Station as the Bellingham Police Chief says he doesn't have them in soft-copy. Tim Aicardi stated that he should be able to obtain a copy of the plans and would do so.		
24	Compile a spreadsheet containing a list of all the space currently being occupied by the Mendon Police Department and add a column stating how much is actually needed to meet the needs of the department both today and into the future.	12/13/2016	Dave Kurczy Don Morin	2/1/2017	Processing	1/25/2017: Don and Dave shared the file that they created that lists the square footage of all the space currently being occupied. The total space is approximately 4150 square feet. Tim asked if this included spaced used for storage at the Fire Station for things like the ATV. Dave stated that this was not included but it was probably the only thing left off the list. Dave mentioned that he received a Preliminary Space Needs Assessment from Kaestle Boos Associates, Inc. through the assistance of Mary Bulso from Lamoureux Pagano Associates at no cost to the town. He will review the two documents and come up with a new list of space needs for the town.		
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.	9/14/2016	Joe Cronin	9/28/2016	Closed	9/28/2016: 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.	9/28/2016	
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.	9/14/2016	Don Morin	9/28/2016	Closed	9/28/2016: 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.	9/28/2016	http://www.mendonma.gov/police-station-building-committee
3	Take a tour of the building as a group to get a firsthand look at its current condition.	9/14/2016	Full Committee	9/28/2016	Closed	9/28/2016: The committee took a tour of the building at 6:00pm, prior to the 7pm meeting.	9/28/2016	
4	Send a soft-copy of his funding document to Don Morin for Don to share with the rest of the Committee.	9/14/2016	Rich Schofield	9/28/2016	Closed	9/28/2016: 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.	9/28/2016	
5	Reach out to the Town Clerk to inquire about attending the next meeting to swear in the remaining Committee members at that time.	9/14/2016	Don Morin	9/28/2016	Closed	9/28/2016: 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.	9/28/2016	
6	Print out a set of plans received from Greg Carell for the Committee to reference during future discussions.	9/28/2016	Joe Cronin	10/19/2016	Closed	10/19/2016: Joe printed out two sets of plans: one to remain at the police station and one for the Committee to use.	10/19/2016	http://www.mendonma.gov/police-station-building-committee/pages/documents-drawings
7	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.	9/28/2016	Don Morin	10/19/2016	Closed	10/19/2016: Don was in contact with Rich Schofield and Rich updated the document to clarify that it was a position paper from one Selectman only and not the entire board. Don mentioned that the updated document is posted to the Police Station Building Committee website.	10/19/2016	http://www.mendonma.gov/sites/mendonma/files/file/police_station_funding_approach_v5_by_rich_schofield_0.pdf

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8	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.	9/28/2016	Tim Aicardi	11/9/2016	Closed	10/19/2016: Tim sent Joe a letter from the Massachusetts Department of Environmental Protection that granted approval for the Town Hall campus to tie into the system that serves the Clough Elementary School. The approval allows all four buildings on the Town Hall campus (Town Hall, police station, library and fire station) to connect into the system. Allowable capacities are documented in the letter, which is attached below. Tim agreed to follow up on the question regarding the ability to expand the existing leach field and will report out on it at the next meeting. 11/9/2016: Tim explained that he has been in contact with the town engineer who is looking into the capacity of the leach field now. The existing leach field is encroaching on buffer zones so expansion is not likely. It is also not in compliance due to a lack of inspections every three years, which is a requirement now that it is a shared system. It is appropriately sized for the Clough School and Town Hall campus buildings (library, Town Hall, police station, fire station). Provided we understand what additional volume is added, if any, we would have to work with the Massachusetts DEP to get an approval to modify the existing conditions. Tim also mentioned that public water supplies require quarterly testing.	11/9/2016	
9	Reach out to Gary Smith to inquire about available parcels in town that would be suitable for a new police station.	9/28/2016	Chris Burke	10/19/2016	Closed	10/19/2016: Chris emailed Gary Smith who responded that there are not many private parcels available in town. There may be a couple suitable sites on route 16 and one on route 140 that isn't practical due to its location. A copy of the email is attached here.	10/19/2016	
10	Talk with Kevin Meehan regarding access through his property for a second entrance to the new building.	9/28/2016	Chris Burke	10/19/2016	Closed	10/19/2016: Chris informed the Committee that he spoke with Kevin Meehan and he was receptive to allowing access through his property (about 17 acres to the left and front of the existing fire station) to develop a second means of access to the new police station building on Morrison Drive. During the "30,000 foot level conversation" as stated by Chris, Mr. Meehan also stated that he would be willing to discuss a possible trade of his land in exchange for the police station shell and land at the back of Morrison Drive. If this is something the Committee wishes to pursue in the future, Chris said that he can set up a meeting with Mr. Meehan to discuss it further.	10/19/2016	
11	Look at site plans for surrounding properties to understand what else is going on in the area of Morrison Drive.	9/28/2016	Full Committee	10/19/2016	Closed	10/19/2016: The Committee did this as part of the discussions at the meeting on October 19th. All the possible options will be put on a spreadsheet and pros and cons will be discussed at the next meeting.	10/19/2016	
12	Contact Mary Bulso to get feedback on the police station construction conference in Dallas, TX she will be attending in November. This item will not be due till after November 11th.	9/28/2016	Dave Kurczyk	12/13/2016	Closed	11/9/2016: Mary is currently attending the conference (November 9-11) and will provide an update to the committee when she returns. 11/29/2016: Dave will invite Mary to the next meeting to provide the committee with an update. 12/13/2016: Mary attended the December 13th meeting and provided a comprehensive update on the conference. See the meeting minutes for details.	12/13/2016	
13	Put together a spreadsheet containing all the available parcels for a potential new police station, both private and town owned so the Committee can add pros and cons to each.	10/19/2016	Don Morin	11/9/2016	Closed	11/9/2016: Don showed the Committee the spreadsheet that he has created and which the team will use to rate and rank each potential location. The Committee will attempt to finalize the list of options later on in the agenda at the 11/9/2016 meeting.	11/9/2016	
14	Ask Tim Aicardi to obtain a drawing of the Town Hall campus with square footage information.	10/19/2016	Joe Cronin	12/13/2016	Closed	11/9/2016: Tim shared a drawing of the Town Hall campus with the Committee but it didn't contain dimensions, so he'll try to get them from GIS for the next meeting. 11/29/2016: Tim has not yet been able to obtain a drawing of the Town Hall campus with square footage information. 12/13/2016: Don was able to locate a scaled drawing from the documents provided by the firm who completed the Town Hall Campus Study. The document is posted to the Committee website.	12/13/2016	http://www.mendonma.gov/sites/mendonma/files/file/file/town_hall_campus_site_analysis.pdf
15	Bring documentation that specifies deficiencies with the existing cell blocks (and anything else in the current station) to the next meeting	10/19/2016	Dave Kurczyk	11/9/2016	Closed	11/9/2016: Dave shared a letter from the Massachusetts DPH that outlines the health and safety violations with the existing station, which are the lack of floor drains in the cell blocks and the finish to the cell block floors that prevents them from being easily cleaned. Dave also added that the HVAC system is inadequate and the size and position of the cell blocks is insufficient as it limits the amount of space available to perform suicide checks on any prisoners that are held.	11/9/2016	
16	Ask for feedback on the police station plans from the current police department staff.	10/19/2016	Dave Kurczyk	11/9/2016	Closed	11/9/2016: Dave explained that the staff had the following concerns with the existing police station plans: the evidence and firearms storage rooms are small, the distance between dispatch and prisoners is insufficient, and the location of the training room should be changed, i.e. it should be moved so that it is accessible from the lobby.	11/9/2016	
17	Arrange for a potential tour of the Bellingham Police Station.	10/19/2016	Dave Kurczyk	11/9/2016	Closed	11/9/2016: Dave said that he has been in contact with the Bellingham Police Chief and that he could arrange for a tour for the Committee when we are available. The Committee suggested trying to arrange for a tour on Tuesday, November 29th at 6:30pm. Dave agreed to try to do this.	11/9/2016	

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18	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.	11/9/2016	Joe Cronin	11/29/2016	Closed	11/29/2016: Joe spoke with Greg Carrell last week. Greg provided Joe with a ball park 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.	11/29/2016	
19	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.	11/9/2016	Rich Schofield	11/29/2016	Closed	11/29/2016: 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.	11/29/2016	
20	Determine how much land would be needed to support an approximately 7000 sq. ft. building plus a well, septic system, drainage, etc.	11/9/2016	Chris Burke Tim Aicardi	11/29/2016	Closed	11/29/2016: 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.	11/29/2016	
21	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.	11/29/2016	Joe Cronin	12/13/2016	Closed	12/13/2016: Joe reviewed the documents from Greg Carell and shared the following information with regards to the cost estimates for completing the existing "shell" on Morrison Drive: the project budget draft from June 4, 2015 shows a cost of \$3,364,703 to complete the work. Joe added \$24K to redo the underground plumbing, \$15K for new garage doors, a 5% escalation for 2017 and a 5% escalation for 2018, resulting in an approximate cost of \$3.75M. Given that the work already completed is valued at about \$750K, the total cost would be \$4.5M.	12/13/2016	http://www.mendonma.gov/sites/mendonma/files/file/file/mendon_project_budget_060815_-_by_greg_carell_1.pdf
22	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	11/29/2016	Don Morin	12/13/2016	Closed	12/13/2016: Don explained that he met with Kim on November 30th and they contacted the group that put together the original Town Hall Campus Study (CBI Consulting Inc.) to ask if they could do some additional work generating site plans and a cost estimate for the two options the Committee is considering. A proposal from CBI was received, and it will provide civil engineering work, site plan renderings and cost estimates for two separate options at a total cost of \$9900.	12/13/2016	
25	Discuss the proposal for civil engineering, site plans and cost estimates from CBI Consulting, Inc. at a future Board of Selectmen meeting.	12/13/2016	Chris Burke Mark Reil	1/25/2017	Closed	1/25/2017: Chris stated that he spoke with Steve Watchorn from CBI and asked that he revise the original proposal to remove the work from the landscape architect and the need to do a presentation to the town. This should save about \$3000 or more from the original proposal of \$9900. Chris hopes to receive the proposal by the end of this week so it can be discussed at next week's Board of Selectmen's meeting on January 31st.	1/25/2017	
26	Talk with Alan Tetreault about adding a sign and lighting along Morrison Drive to alert folks of the presence of the current Mendon Fire Station.	12/13/2016	Chris Burke	1/25/2017	Closed	1/25/2017: Chris stated that he has not done this yet. Mark Reil stated that a street light at the end of Morrison Drive was out and should be repaired. Don suggested that we remove this from our list of items to track since it wasn't related to the Police Station Building Committee charter and others agreed.	1/25/2017	
27	Set up a tour of the Uxbridge police station on an upcoming Wednesday night.	12/13/2016	Dave Kurczy	1/25/2017	Closed	1/25/2017: The group took a tour of the Uxbridge Police Station on 1/25/2017.	1/25/2017	