



**TOWN OF
BROOKLINE, NEW HAMPSHIRE**

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***Facilities Study Committee 2011-2012
Police Facility Evaluation
Wednesday, September 21, 2011***

Present: Peter Cook, Chris Adams, Bill Atkinson, Brendan Denehy, Francis Gavin, Dennis LaBombard, Jay Sartell, Ann Somers
Not present: Clarence Farwell
Also present: Bill Quigley, Donna Matheson, Police Department; Wes Whittier, Ambulance
Dennis Mires of The Architects; John Deloia and John Riehl of Eckman Construction
Judy Cook, Gerald Roche, Loring Webster and guest

The meeting was called to order at 7:05 p.m. in the Ambulance Facility meeting room. The minutes from September 7th were approved unanimously as written.

Dennis Mires presented a first-pass redesign of the 2008 drawings, which achieved Bill Q's suggested reduction of the building footprint by 1,000 square feet, to approximately 5,000 sf. The changes eliminated one holding cell and the proposed training room, but added a physical fitness room near the lockers. The office spaces and locker rooms were reduced, and a toilet room was eliminated. The interior changes were reflected in moderate exterior elevations changes. The Ambulance meeting room retains, in slightly altered form, the changes needed to make it available for public use, and it will serve as the police training room when the size of a gathering warrants it. Bill Q said that the redesign meets the PD needs for the foreseeable future, that the secure conference room will accommodate the mandated sight and sound separations, and that he doesn't anticipate that Brookline will ever hold detainees overnight or have a need for more cells. There are an additional 2500 sf on an unfinished second floor to provide for further expansion if needed. Discussion led to the decision to design that floor for "light storage" at 125 lbs per sf (greater than office space but less than library load) to provide current storage of seldom-used files. As in the earlier design, there will be an elevator pit built, but no elevator installed at this time (there will be two stairways).

With the help of **John D and John R of Eckman**, we reviewed some of the past cost proposals. **Bill A** asked what would be today's cost for the \$1.74M proposed design. With some discomfort, when pressed Eckman suggested perhaps \$150,000 less – construction costs are down from three years ago. No one was prepared to estimate the costs on the spot for the redesign. The process this committee has adopted, as did the 2007-09 committees, is to depend on the collaboration between the architect and the construction manager to provide real numbers rather than using per-square-foot estimates. This provides a far more accurate figure, and allows collaboration among the parties to balance priorities against costs and thereby to design the program most likely to achieve success both functionally and at Town Meeting.

Brendan asked how growth at the PD would present itself. **Bill Q** said that it would be in additional manpower, and it would show up in a need for increased locker, break and administrative space. Administrative functions would be moved to the second floor. Currently the break room is sufficient for the infrequent full-staff meetings; more frequent meetings are of three or four officers. **Ann** stated a wish to stub in plumbing for a removed toilet (there was a second identified in discussion for possible removal) in case there may be a need for it in the future. There was discussion about whether the current generator would be sufficient to serve the fire pump required to complete the necessary sprinkler system, where the previous plan included a dedicated generator.

Dennis M has received our letter of agreement. They have worked smoothly and often with Eckman over the years, and do much of their collaboration electronically.

Asked for a brief summary of how the previous committees had chosen Eckman, **Ann** said that the 2007-08 committee had wanted the real numbers that construction management (CM) can provide. She said that The Architects had provided an evaluation chart which rated several firms on a variety of qualifications, helping us to choose among them. It was important that Eckman is notably supportive in helping towns engage local contractors wherever possible. Unlike a general contractor who works for himself, a CM works for the client, for a predetermined fee, and thus there is no incentive to cut corners. Our arrangement with them would provide that any unspent funds are returned to the town. **Eckman** stated that they have an unbroken history of completing projects on time and under budget, sometimes *well* under budget (note: budgets typically include a contingency allowance).

Bill A asked about the process of supporting local contractors. **John D** said that at the building stage, they actively solicit local contractors, evaluate them, show their evaluation sheets to the building committee, and the committee chooses according to its own priorities. Eckman has a prequalification standard for all contractors, including sufficient staff, appropriate insurance, certifications, etc. They help contractors meet the qualifications where needed and feasible.

Chris asked whether there were any known conflicts of interest between Eckman and anyone in Brookline. Polled individually, all members present said they knew of none.

We are generally positive about **Eckman**, but will ask them to clarify their terms, which have changed since the previous contact, and to provide references for a recent, a fairly recent, and a longer-ago construction project, ideally one or more of them a police facility (**Ann/Peter**).

Timeline: We agreed that with a bond hearing in January or early February, we need to have our final figures and a warrant article ready sometime in December. With the floor plan set, it will take two to three weeks to price it out. We will need to plan how to include the public. We may need some extra meetings.

Liability insurance update: **Peter** reported that he has learned from BOS chair Tad Putney that **Ron O'Keefe** of the LGC prefers to work with Brookline through the Joint Loss Management Committee (JLMC), and will be happy to meet with us in that forum. Ron will research liability issues which might serve as comparables for Brookline, and will contact Tad next week.

In the meantime, Ron observed that there has been some insect damage to evidence at the PD, and that our insurance costs will increase when we have a larger facility to cover.

PD Open House - The police department will hold their annual toy drive the second week in December at the current facility rather than at the Annex, in order to provide public visibility.

What if? Discussion ensued about how to address the possibility that the bond warrant article might fail and the PD would be left with significant liabilities issues unaddressed. **Ann** noted that the committee members are not of one mind on the issue, and asked whether the architect and CM team might be helpful in determining how to focus our efforts most productively.

There was considerable disagreement about whether we should identify a "Plan B," and if so whether it will be seen as an alternative to the construction at the complex and thereby ensure failure of the bond article, or it is simply a shorthand term for a due diligence approach to "What has to happen, who has to make it happen, and how?" if a bond warrant article to build at the Safety Complex fails. Among the comments:

Jay: If it fails, then the JLMC must address the safety issues and the department head must address compliance. The new facility has been in the Master Plan for years as a part of the overall plan for the town, not just to address growth but also because of the current conditions. It must be built. We cannot offer a "Plan B."

Chris: To mitigate untenable conditions at the current PD will require funding. We need to know where it will come from. **Peter:** It's distributed. Separate it out by departments and require them to deal with it in the event that the bond article does not succeed. Don't provide a detailed "Plan B."

Bill A: Modify the charter to allow us to provide a "Plan B." Possibly put a small addition on the south wall of the current facility for a shed sally port and sight/sound accommodation, and give the taxpayers a break. It wouldn't be a "substantial" addition, could be separated by firewall or void space, designed not to invoke code issues for the entire building, but would address the greatest potential liabilities brought forward by the chief. Based on current growth trends and economic conditions, don't see a need for a new 5,000 sf building now or in the future.

Francis: We should offer "Plan A" (the addition to the Safety Complex) or nothing.

Judy C: "Plan B" won't be bonded, and it could cost enough that it would raise taxes more in that year than "Plan A" would.

Bill A: Talk with the chief to see what would be involved. **Jay:** See Chris' risks/mitigation chart.

Chris: The price point is key. Would like to see it much closer to \$1M.

Square foot requirement for accreditation? **Jay** reported that he had researched a question raised by the recent draft of the Master Plan, and that there is no square foot requirement for a police facility that is tied to accreditation.

Web presence: **Ann** reported that there has been some progress made toward getting Facilities Study Committee current and historical information onto its own page on the town's web site. There is a page in place, but the materials are not yet uploaded and linked.

Action Items:

Dennis M will e-mail updated drawings to **Peter/Ann**, who will send them to all involved. **Bill Q** will review and forward any comments to Peter.

Ann will forward prior years' costing information from Eckman to the committee.

The meeting was adjourned at 10:05 p.m. The next meeting, 7:00 p.m. on Wednesday, October 5th, will be held at the Town Hall meeting room. We established additional meeting dates according to the same schedule: 10/19 (Safety), 11/2 (Town Hall), 11/16 (S), 12/7 (TH) and a tentative one for 12/14 (S, availability since confirmed).

Minutes submitted by Ann Somers