

**Town of Freetown Police Sub-Committee**

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**Meeting Minutes – April 4, 2017**

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A meeting of the Police Sub-Committee was held on Tuesday, April 4, 2017, at the Council on Aging, 227 Chace Road, East Freetown. Present: Chairman Lisa Pacheco, Jack Healey, Mark Fornaciari, Chief Carlton Abbott, Benjamin Levesque, Mary Rezendes Brown, Charles Sullivan, and Robert Jose. Absent: Paul Sadeck. Robert Jose has recused himself from choosing an architect and is also absent from this meeting. Also present: Taylor MacDonald and Rick Pomroy of Pomroy Associates (PA). The meeting was recorded by Board of Selectmen Administrative Assistant Ali Golz and by FREECAM.

The meeting was called to order at 6:35pm by Chairman Pacheco.

Chairman Lisa Pacheco turns the meeting over to Mr. Pomroy. Mr. Pomroy goes through the changes/corrections they made to the Request for Qualifications document (RFQ), based on the committee's requests from the last meeting, and updates to the timeline presented in the RFQ, to which the Committee agrees to.

Chairman Pacheco wants to make sure this RFQ doesn't exclude Kelly Engineering. Mr. Pomroy says by mentioning them, it encourages the designers to contact them and use them to their advantage. He would be interested in actually obtaining their PDFs to make it part of the RFQ package. Mr. Healey offers to contact them, but Mr. Pomroy says he will take care of it.

Mr. Pomroy opens the floor up to the Committee to see if they have any questions or further comments/revisions. Mrs. Rezendes Brown says it's noted somewhere about availability of grants. Mr. MacDonald says that, unfortunately, there are no grants for police stations, though there could be energy rebates and the like later on.

Sgt. Levesque asks Mr. Pomroy how they determined the number of previous projects required in the section on previous experience. Mr. Pomroy says over the last number of years, grant opportunities in Massachusetts have made police station construction projects less common, so they've actually had to lower the number in recent years, they used to require more. He says most designers don't have a problem meeting that requirement, however.

Chief Abbott asks how many submissions do PA typically receive, Mr. Pomroy says a ballpark of 9. Mr. MacDonald says Lakeville received 9 using the same requirements as this RFQ. In his experience, around 5 or 6 of them rise to the top immediately as their specialty is police stations. Mr. Pomroy notes that it explicitly states designers without police station experience won't be considered, and that deters a number of firms. Selectman Jose asks if that refers to personal experience of the designers or the firm's experience. Mr. Pomroy says more personal experience, as long as they are the principle on the project.

Selectman Jose wants it noted that a selected designer needs to meet with the clerk of the works more often than once a week should issues arise, and the committee should be informed as well. Mr. Pomroy says we can note better communication, Selectman Jose says that works. Mr. MacDonald says that's how they run their projects anyway. On the section regarding change orders, Selectman Jose wants a requirement that the reason for change orders being described by the designers, explaining the genesis

of it. Mr. Pomroy says that actually comes from PA, a summary and recommendation on each change order, but they can add that they want it to come from the designer as well. On the section regarding log review, the RFQ doesn't specify when the logs should be reviewed, he'd like it to be monthly. On walkthroughs, the RFQ states the designer shall take part in a two-year walkthrough, he would like a one-year and a two-year walkthrough. In the required insurance section, on line 5, he would like language speaking to indemnification, agreeing to indemnify and hold harmless the Town by any liability and list the Town as an additional insured. Mr. Pomroy says that's better left for the contract that follows, unless there's more specific requirements. Selectman Jose and Chief Abbott note the same appears a few pages later. Mr. Pomroy will add language to that effect and note to refer to the contract.

On the section regarding the opportunity to fast track, Chairman Pacheco doesn't want this to be an evaluation. She wants to make sure we aren't picking someone simply because they can go the fastest, have that be something that comes out by the presentations, fearing that keeping it will encourage a prefabricated police station just brought in. Mr. Pomroy says he would have no issues scratching the section completely. Chairman Pacheco would also like a place to incentivize a designer who makes themselves familiar with the Town by working here previously or something similar or demonstrating extensive research on the Town. Mrs. Rezendes Brown agrees. Mr. MacDonald cautions that that may limit yourself by doing that. Mr. Pomroy suggests adding the research component to the section about applicants understanding of the project. Chairman Pacheco also wants mentions of Mr. Healey struck from the RFQ, replaced with "Town Administrator", due to Mr. Healey's upcoming departure. Selectman Jose suggests "Town Administrator or the Board's designee," in case a new Town Administrator isn't hired in time.

Chairman Pacheco has Mr. Sadeck's notes in his absence, but all of his concerns were addressed previously in the meeting. She submits Mr. Sadeck's notes to Mr. Pomroy.

Chairman Pacheco asks Mr. Pomroy to make the requested changes and get it back to her so Town Counsel can review it one last time. She explains Town Counsel would be reviewing everything, so it's not that PA isn't trusted, which PA understands. Mr. Pomroy says his intention was to make the changes and submit the RFQ to the Central Register, so it will post next Wednesday. The Committee agrees that they have no problem with that; Mr. MacDonald notes that an amendment can be posted if necessary.

PA closes the meeting with a summary of dates:

- The proposals would be due May 3 at 2:00.
- Shortlist established by May 11, meeting at 5:30.
- Interviews on May 15 & 16 at Freetown Elementary School.

At 7:43, motion to adjourn (Jose/Fornaciari), passed unanimously.

Respectfully submitted,



Timm McIntosh, Senior Clerk