



**TOWN OF FREETOWN
BUILDING COMMITTEE
3 North Main Street/P.O. Box 438
Assonet, MA 02702-0438
PHONE: 508-644-2201; FAX: 508-644-3342**

**MINUTES OF
MEETING OF WEDNESDAY SEPTEMBER 28, 2016**

**COUNCIL ON AGING
227 CHACE ROAD, EAST FREETOWN, MASSACHUSETTS**

6:00 P.M. Call to Order Chairperson Lisa A. Pacheco calls the meeting to order. Also present are Paul Deneault, Town Administrator Jack Healey, Selectman Robert Jose, Sgt. Benjamin Levesque, Paul Lubin, Mary Rezendes Brown, Selectman Paul G. Sadeck, Fire Chief Gary Silvia, Charles Sullivan, Jeannette Tisdelle and Kent Wilkins. Robert Alderson, Town Clerk Jacqueline A. Brown, Antonio DeMelo and Mark Fornaciari are absent from the meeting. Chief Carlton Abbott is present as a guest. The meeting was recorded by Administrative Assistant Ali Golz and by FREECAM.

Approve minutes from August 24, 2016. Town Clerk Jackie Brown sent a message to Mrs. Golz with a correction. In Mrs. Brown's absence, Chairwoman Pacheco reads her correction aloud. As recorded, the Minutes read "Chairwoman Pacheco says we need to re-vote the priority list that the Committee set forth, as it was not on the posted agenda, which is why the agenda for this meeting was amended to include the vote. Town Clerk Jackie Brown disagrees and doesn't think it can be re-voted, as it was amended within 48 hours of the meeting and it was not an emergency situation." Mrs. Brown wants the word not inserted as follows: "Town Clerk Jackie Brown disagrees and doesn't think it can be re-voted, as it was not amended within 48 hours of the meeting and it was not an emergency situation." Chairwoman Pacheco checked with Administrative Assistant Ali Golz, and it was amended within 48 hours. The Committee does not agree with Mrs. Brown. Motion (Lubin/Deneault) to approve as presented, motion passed without opposition, with Selectman Jose abstaining.

The Committee discusses the Station Tours they went on recently. Chief Abbott liked the Swansea Station, however didn't like fact that the officers would have to run out the building down the stairs. Sgt. Levesque agrees that there are issues with a two-floor design. He explains that he liked parts of both the Swansea station and the Acushnet Station, but they both had their shortcomings as well. He points out that the both buildings had a number of similarities,

showing what's standard in new stations. He says that it's good that you don't have to reinvent the wheel every time. Chief Abbott says there were issues with wetlands on the site that affected the building's footprint, leading to things being very small. He doesn't like that Acushnet's evidence room was too small, Records were in the hallway and also in the dispatch area, which isn't the most secure of places for these. You want to minimize distractions in that area, not store records. Sgt. Levesque said roll call was in an open space, which isn't ideal either. Selectman Sadeck thinks both stations were nice, but it is important to have a basement, which Acushnet wasn't able to have. Sgt. Levesque clarifies he doesn't have a problem with basements. Chief Abbott agrees, saying that doubles your space for cheap money.

Mr. Healey liked both buildings and the process they followed. He says it was this process that found the issues with the Acushnet site. Mr. Healey says we need to do a site analysis because of the area we are looking at, the slope/drainage issues that exist on the site make it tricky. These issues will dictate the layout of the building. Chairwoman Pacheco says we aren't talking about the process yet, she asks if Mr. Healey agrees on what's been said on the buildings themselves. Mr. Healey agrees.

Mrs. Rezendes Brown thinks both buildings were beautiful, especially compared to what we have, and she would like to see more. She's spoken to the Chief in Norton, who noted that he would like closer access to records, so that is something to think of. She also likes basements. Mr. Deneault says he agrees and a basement is important. Selectman Jose spoke with a couple of commercial builders and the basement is the best bang for our buck. He made sure to ask about elevators; the basement wouldn't be a public level, so the elevator isn't required, but you would still need two forms of egress for each floor. The builders suggested that we could also put the elevator shaft in but not the equipment, for future growth. You can use the shaft in the meantime for extra space. As far as layouts, Selectman Jose notes both buildings had community meeting spaces, which is great. The extra room is great for a meeting room for large boards/committees. He also liked how the buildings go beyond the current standards for technology, which saves money in the long run since you don't have to retrofit. The builders and Selectman Jose were in agreement that basements end up saving the Town money. Mr. Sullivan says Swansea was the best it had the ability to grow and change. Acushnet was nice however there were flaws similar to what Sgt. Levesque noted. He didn't like the layout too much, with the women's locker room and offices being in non-ideal spots. Mr. Sullivan says he thinks the layout of the Swansea Station is where we should look. Chief Silvia said they are both nice, but says he doesn't really know Police Stations. Chairwoman Pacheco noted that she liked how the Swansea Chief overlooked the evidence lockup, which is almost like an extra set of eyes. She now understands how walls are fortified in the station, it wasn't what she was used to. She also liked how the Swansea station had a basement. She didn't like the carpeting there, however, thinking of maintenance concerns. Discussion turns to square footage of the Swansea and Acushnet stations. Sgt. Levesque says through his research on area towns, he thinks a square footage of 14,000

would be a good target for Freetown. Chairwoman Pacheco wants to know if anyone wants to go anywhere else. She can go either way on whether or not to go to more, but she wouldn't want to go to many more.

To clarify, Chairwoman Pacheco says there are 3 stages to building a new building. The first is the planning, which includes the feasibility study & the conceptual design. The second is the design, which includes the architect, who actually creates the building. The architect will take the conceptual design, add to it, subtract from it, and create the actual building. He works with a Police Station Building Committee to determine what the building is going to look like. Third is construction. Chairwoman Pacheco asks if the Committee feels they've done their due diligence with the first stage, the planning stage. She and Mr. Healey have a difference of opinion on whether they have or not. We need to decide if we want to do another feasibility study or if we are ready to go with a project manager, who will guide us for the remainder of the project. Sgt. Levesque asks how do we get to the cost without the idea of the schematic. Chairwoman Pacheco says we have the current design and work off of that. She says the Committee can decide either option, but we have to keep in mind the timeline they are facing. Mrs. Rezendes Brown says if we get the OPM they start working immediately and what we have isn't enough to direct them. Chairwoman Pacheco disagrees, saying we do. She asks Mr. Healey for his input. Mr. Healey says we need to do an analysis of the site to make sure there aren't any restrictions. We can't do a cost estimate until we have a schematic design. He speaks to the role of an architect planning a layout. Chairwoman Pacheco clarifies that he is talking about an architect, not a new feasibility study as he's mentioned in the past. Mr. Healey says that is correct, this is an architectural effort. The architect will determine a cost estimate. At this point, the OPM might not want to have you hire the architect. Chairwoman Pacheco asks if Swansea & Acushnet did a Feasibility study. Mr. Healey doesn't know, he isn't talking about that, he's talking about an actual schematic of the site and project. Mr. Healey says the OPM's largest role is to be the Town's eyes and ears on the project. Chairwoman Pacheco says there will also be a construction manager or a clerk of the works to overlook everything as well. These people will meet with the Police Building Committee regularly to make sure this gets done on budget and on time. Mr. Healey says both Acushnet and Swansea, as well as Westport and Middleborough have gone through this process. Selectman Sadeck wants to know what the Committee is thinking on the square footage. Chief Abbott says he'd think 12-15,000 sq ft. Selectman Sadeck says let's estimate 15,000 then. Chief Abbott says Chief Alves estimated \$500/sq. foot when he spoke to him a while ago, Mr. Sullivan concurs. Mr. Deneault suggests working with an estimate of \$600/sq. foot. Selectman Sadeck doesn't want to have to cut things out and we don't want to have to do that, because it puts us in the same situation we are in now with the existing station. Selectman Sadeck also wants to know where we are talking about putting the new station. Chairwoman Pacheco says everyone has the existing property the Town owns off Memorial Drive is what the Committee is thinking. Selectman Jose says with the numbers we've discussed, we are looking at a \$9 million building. The OPM & architect cost 15-20% of the

building, so another \$1.8 million. The article on the Special Town Meeting warrant is asking for \$550,000. Selectman Jose says that may not be enough, saying it might only be half the required cost. Mr. Healey says a combination of an OPM and an architect would be \$725,000. Selectmen Jose and Sadeck says that isn't as bad as they were thinking, maybe go to \$750,000 to be safe. Mr. Lubin, looking at the Article that was submitted for the warrant, says funds can't be raised and appropriated at a Special Town Meeting. Mr. Healey says the money would be coming from free cash. Chairwoman Pacheco says Town Counsel is reviewing the Warrant now, they'll have a concrete answer on Monday. Mr. Lubin says "raise or appropriate" shouldn't be there. Mr. Sullivan wants to know if the schematic is really necessary before the architect & OPM are hired. Mr. Healey says it is good to have them do it. Chairwoman Pacheco says the law requires the OPM, Mr. Healey says Swansea, Westport and Acushnet all hired the architect first, and they have the same legal counsel, Kopelman & Paige. Mr. Sullivan says if you come up with a preplan and don't hire that architect, then they will change it, costing you more money. Mr. Healey says unless the second architect is making changes to save the Town money, it accomplishes the same end. Mr. Healey says you need to see how you want this space to function. Mr. Healey passes around the RFQ, which was prepared by another town in conjunction with KP Law. Mrs. Rezendes Brown wants to know who does the evaluations of the land. Mr. Healey says an engineer, referring her to the RFQ, which spells out the process. Chairwoman Pacheco says that Town Counsel Mark Reich was unaware we already had a feasibility study when he and Mr. Healey spoke. She says this RFQ would get us a schematic design, which we already have. Mr. Healey disagrees, saying the feasibility study we have is insufficient. Sgt. Levesque agrees with that, calling it a swing and a miss. Selectman Sadeck says we really need to listen to what Mrs. Rezendes Brown just said. He elaborates: if we decide to go with 15,000 sq. ft, why wouldn't you go on with an architect at that point? Selectman Jose says the question is whether or not we have one architect to do a floor plan and another to build a building around that floor plan, or do we have one architect do both. Chairwoman Pacheco says a third option is getting an OPM to guide you through the whole process, which is required by law anyway. Selectman Sadeck says it makes sense to him to use the money from Town Meeting to check out the land, then get an OPM and an architect to design the building based on 15,000 square feet. Selectman Jose says an OPM can use past experience to help. Mrs. Rezendes Brown says the Committee needs a report on the land from an engineer. Selectman Jose notes we could be surprised by the evaluation, as Acushnet was with theirs, and have to start over. Mrs. Rezendes Brown says we have other buildings and we need to keep that in mind. Chairwoman Pacheco says if that land isn't good then we will have to build on what we have.

Mr. Lubin wants to talk about the money we are asking from Town Meeting. He wants to know what we'd get for \$550,000 if we don't up it to \$750,000. Selectman Jose says we have no way of knowing, since we don't know what the building is. Mr. Lubin says going back to the Town to ask for more money for the same thing won't go over well. The Committee agrees there is no need to go for another feasibility study. Chairwoman Pacheco notes the Article states it's for site

evaluation in addition to the OPM services. Selectman Sadeck says we can up the figure. Mr. Lubin thinks that's a good idea because we don't want to come back. \$750,000 is suggested by Selectman Sadeck, and Mr. Healey says that should get us all the way. That can be done at the next Selectmen's meeting. Mr. Lubin notes that we need to act quickly with the funds because interest rates are only going up, and we'll end up paying more the longer we wait. Selectman Sadeck says ideally we can go to the Annual Town Meeting with the full project.

Selectman Sadeck wants a vote on the course of action. Chairwoman Pacheco agrees. Discussion is held on the wording of the motion, with Sgt. Levesque saying we need to specify 15,000 useable square feet. According to the feasibility study, approximately 30% of the square footage is for mechanical and non-workable space. The Committee doesn't know if that's true, it seems really high. Motion (Sadeck/Lubin) to hire an engineer for site evaluation, then hire an OPM and help to move forward for a design architect and stick with 15,000 square ft of workable square footage. Passed unanimously.

Paul Deneault says the Finance Committee will agree with the Board on the increase of the Warrant Article dollar figure amount if the Building Committee is in agreement on it. Motion (Rezendes Brown/Sadeck) to have the Board of Selectman increase the article to \$750,000 and the Finance Committee will recommend. Passed unanimously.

Chairwoman Pacheco wants to discuss the timeline of this project, in response to the letter of resignation submitted by Lucille Rosa. Mrs. Rosa resigned because the Board of Selectmen took the Library Article off the Special Town Meeting Warrant, which they did because the accelerated timeline the Library needed was just not feasible. It's not that the Board doesn't want a library, but that the Building Committee decided to press on with a Police Station first. She asks if the Committee wants to add a new library representative. Mr. Lubin explains that he is on the Library Planning Committee now so he can serve in that capacity. He says Mrs. Rosa feels upset that she can't do what she would like to do. He understands why Mrs. Rosa is upset but also understands the Board's position. While on the subject, Mrs. Tisdelle asks why the Board took the Council on Aging's Article about hiring a grantwriter was taken off. Chairwoman Pacheco explains that a clerk in the Selectman's office had his hours extended, and she plans on sending him to grant writing classes to help for that purpose. Mrs. Tisdelle asks why the Board wouldn't want someone qualified and with a track record of writing grants. Chairwoman Pacheco believes this way would be the best bang for the Town's buck. The clerk will be helped where possible. Selectman Jose says ideally he'll be writing grants for any department. Selectman Jose wants to know about the timeline. Chairwoman Pacheco initially wanted to talk about the Police Station timeline, but the overall plan of the Committee is on the table as well. She believes that the Committee has a plan in place, even if it has not been officially voted on just yet. Mr. Lubin says we need to start around 2020 for the Library, to make the 2022 funding deadline. Discussion turns to using the same architect for multiple

projects, Mr. Lubin would want someone that specializes in Libraries to do the Library, as someone that specializes in Police Stations do Police Stations. Mr. Sullivan says big firms that do municipal work will have architects that specialize in different buildings. Selectman Jose says we will see what sites are available now, if this Article passes at Town Meeting. Mr. Lubin says we should look at different areas in the land being evaluated, and the Committee agrees. Selectman Jose asks if there is a Police Station Building Committee, Chairwoman Pacheco says there isn't, but we need to have one once we get the engineering services in as this is more of a Planning committee. The new Committee shouldn't have just officers, but also people from the outside, maybe DEP, people with specialties in project management or construction.

Mr. Deneault thinks that for Town Meeting, we should simplify the presentation, as it'd be overwhelming to go to the people with talks of long term plans and multiple buildings. Mr. Lubin says we should just give an overview of what we've been doing, explain we've focused on a Police Station, and are asking for money for this purpose, answering questions as needed. Chairwoman Pacheco says she isn't going to say any of that, but answer questions if they come up.

Chairwoman Pacheco wants to meet again after Town Meeting, which is on October 18. Motion (Deneault/Lubin) to adjourn at 7:12pm. Passed unanimously.

Respectfully submitted,

A handwritten signature in cursive script that reads "Ali Golz".

Ali Golz, Administrative Assistant