



**TOWN OF FREETOWN
BUILDING COMMITTEE**
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**AGENDA
MEETING OF WEDNESDAY MAY 11, 2016**

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

6:00 P.M. Call to Order

The meeting was called to order as part of the Board of Selectmen meeting immediately preceding, which went into recess to await the arrival of the full committee. Present: Selectman Lisa Pacheco, Selectman Paul Sadeck, Selectman Robert Jose, Charles Sullivan, Sgt. Swede Magnett, Jeannette Tisdelle, Fire Chief Gary Silvia, Town Clerk Jacqueline Brown, Mary Rezendes Brown, Paul Lubin, Bob Alderson, Town Administrator Jack Healey, Lucille Rosa and Kent Wilkins. The meeting is being recorded by Ali Golz and by FREECAM.

Appoint Committee Chairman

Selectmen Sadeck asks if anyone is interested in becoming a chairman of this committee. Charlie Sullivan suggests a temporary, unbiased Chairman until the committee's intentions are determined. Motion (Sullivan) to name Town Administrator Jack Healey as temporary Chairman. Mr. Healey says he is not a town resident. No second. Mary Rezendes Brown says Selectmen Pacheco has experience in all areas, so she would be comfortable with her as chairperson. Motion (Rezendes Brown/Rosa) to make Lisa Pacheco as chairman of the Building Chairperson. Passed unanimously. Selectmen Sadeck turns the meeting over to Chairperson Pacheco.

Approve Minutes from April 20, 2016 Meeting

New to the meeting is Paul Lubin (Citizen, Precinct III), Charles Sullivan (Citizen, Precinct II) and Kent Wilkins (Finance Committee).

Motion (Jose/Magnett) to amend the minutes as previously discussed during the Board of Selectmen meeting. Passed unanimously.

Chairperson Pacheco says consensus at the last meeting was that an all-in-one building isn't what we wanted, but we didn't decide what we really needed. She opens discussions on the needs of the Town Hall, but stresses that we are all in this together, so everyone should be contributing ideas everywhere.

Town Hall Discussion

Town Clerk Brown says we need plenty of parking spaces, using November as an example: starting this year, there will be early voting at the same time taxes are due. A suggestion was made at the last meeting for off-site employee parking, but the traffic in the area makes that very difficult. Mrs. Brown also says we need a conference room and break/lunch room. Chairperson Pacheco thinks a break or common room is good for moral as well. Mrs. Brown agrees, but doesn't think one is needed on each floor, as the feasibility study plans show; one all-purpose room with a kitchen area would be certainly be sufficient. A new building would also need a mail room and a copy room, which currently reside in a closet and in a hallway, respectively, ideally on each floor. These could be combined. Mrs. Brown notes that some offices need a machine in the office (there is currently one in the Town Clerk's office and Selectmen's office, with a small one in the Tax Collector's office as well). An elevator and handicapped accessible bathrooms would also be necessity, as any renovations would require the building to be accessible. Mrs. Brown also notes that any new building would have to conform with state law that mandates how files and records are secured. A discussion about what sort of window/counter layout is held, with no consensus. Selectmen Jose notes that each department may have different window/counter needs. Bob Alderson wants the Town Hall employees to give a list of everything they want/need, but Chairperson Pacheco says this was already done and that Mrs. Brown represents the Town Hall. She stresses that this committee is the committee that will be deciding these buildings, so everyone needs to be on the same page. Mrs. Brown says an important thing to change is the phone system (dialing 9 to make an outgoing call leads to accidental 9-1-1 calls) and that we don't have a good security system set up (the lack of panic buttons). Increased security measures in a new building would be needed as well. Also, we would need a good area for storage. Selectmen Jose wants to know if there is a requirement for digitalize things: Mrs. Brown says that in a lot of cases, a hard copy is required whether it is

digitalized or not. Chairperson Pacheco asks the resident members of the committee if there are any customer service-type things we should be considering. Mr. Sullivan says meeting space is imperative (something not limited to Town Hall), citing the Middleboro Town Hall as one that is good with this. Interior waiting spaces in departments would be nice as well, to keep hallways free.

Police Station Discussion

Sgt Magnett says the most essential needs are for criminal spaces, as we need to be able to separate them from the common citizen. Each person has their own rights to privacy. We need a variety of interview rooms. One should be in close proximity to the cell blocks, so you don't have to parade people under arrest through the station. A more generalized interview room would be ideal, as well. At the Plymouth Police Station, they have a room right off the foyer in where you can speak to someone outside the confines of the internal part of the station. Finally, a third type of interview room would essentially be a mixture of the two: inside the police station, but not by the cell blocks, to be used for more confidential/sensitive interviews. We also need a break room and then a day/duty room. The duty/day room is essentially a meeting room where officers can gather to get assignments or food on the 4th of July, things along those lines.

Swansea Police has this set up very well. They even hold their BoS meetings in there and have trainings in there. A male and female locker room area to accommodate 6-8 individuals, with at least 1 or 2 showers, and an on-site gym would all be beneficial. In terms of offices, we would need 1 for the Chief, at least one other for sergeants. Currently, they have 5 sergeants in 1 office, with 2 desks. Sgt. Magnett says there's not necessarily a problem with that, but more space for maybe a 3rd desk and more storage would be ideal. Sadeck asks about the day room. This would be for something that was more sensitive, but doesn't necessarily need to be in an interview room. Sgt Magnett says it's different than the conference room we discussed. Mr. Sullivan says the shift supervisor can use as an OIC room as well. Selectmen Sadeck asks about gun storage. Sgt. Magnett says now it is in the out buildings but you would have it in a dedicated room. Inside the armory Sgt. Ashley, Officer Forniciari and Sgt. Dwyer service all our weapons. Because of limited space, the PD currently keeps extra computers and surplus equipment in the armory, which would ideally be elsewhere in a new facility. We also need a report writing room and this would need to be a quiet room. This should be in or close to your cell block, as that area

is already set up for isolation: separate sight & sound-proof areas for the sexes and for juveniles, the report writing room can be in the middle of the box, watching over the cell block. Evidence storage needs to be environmentally controlled, ample size, secure. Records storage is the same. Selectmen Sadeck says we need to ensure that the facility has a basement. Sgt. Magnett says that is a good point as it doubles our space. Selectmen Sadeck says we need to have space for communications. Mr. Sullivan says 2 of the biggest problems with the current building are not having a basement and a Sally Port. Sgt Magnett says the other thing with a basement you move your line down which is great (locker room, showers, gym, etc down in the basement). Mr. Alderson notes that we have talked about 14 rooms but we need to know how much square footage we want. Chairperson Pacheco says we talked about visiting other places to see what we are looking at. Mr. Sullivan asks about what the feasibility study says about square footage for a police station: 10,000 sq feet.

Chairperson Pacheco says we need to do this meticulously so we can answer all the questions on town meeting floor we need to hone in on what we want and understand each other. Mr. Alderson said we need to know how many buildings we are talking about as well. Selectmen Sadeck says what will we strive to put up 1, 2, or 3 buildings at a time? Mr. Alderson says we should put it out as a sliding scale. Mrs. Rezendes Brown said it was a very small showing when we had a meeting on this previously. Paul Lubin says we need to present it to the Town as a plan. Mr. Sullivan said we should be looking at alternatives for temporary locations as well, with Freetown Elementary School and Stop & Shop too named as options. Pacheco says once we have a company come in and tell us what it costs us then we can see and make final decisions, this is just the beginning of a long process.

Existing Library Grant Discussion

Lucille Rosa says the Libraries has a planning committee has visited 6 libraries and they have created a building program to apply for a construction grant but they need to have things done before they can apply. Mrs Rosa needs to know if they will be held back from applying for the grant. We need to hire an owner's project manager should we move forward. We have approximately \$34,000 available from the state for the planning process, given a number of years ago. Selectmen Sadeck wants to know if that is sufficient. Mrs. Rosa says it would need to be.

The library's current plan is to use the existing money to hire an owner's project manager and an architect to come up with a ground plan, which would have to be done before they go to the state. When asked by Selectmen Sadeck, Mrs. Rosa says that the state provides 45-50% of the construction cost with the grant they'd be applying for. Mr. Sullivan wants to know if the Library could be use the FES as the Library? Mrs. Rosa said no, there isn't enough room, but allows that a new library could connect to it. Chairperson Pacheco says that originally, the FES Library was designed as a community space, but it's just never been used for that. Mr. Healey says the first thing we need to do is hire the Owners Project Manager for the design selection process, as their job is to guide the Town through the whole process of picking an architect, designing the building, etc. Chairperson Pacheco says the goal is that we continue to meet and get funding at the Fall Town Meeting. Ms Rezendes Brown says we need more information on this grant situation.

Mr. Healey says when we last met we ruled out the common building and the Library and Police want a standalone building. We also need a Town hall and maybe a reconfiguration. We are talking about 3 different buildings and 3 different project managers. We could have a source of funds available to the Town from the Host Community fees paid by Americann, but it won't be known until later in the process. The agreement provides they will pay \$1 per sq ft every year (on top of taxes). When the Americann facility is fully built, that could be almost \$1 mil per year (initially \$130,000/year) could be set aside in a special fund for project. This may not be a tax payer burden. Mr. Healey stresses this hasn't happened yet, but it could be a thought moving forward. Mrs. Rosa says the Town already gave their support when they voted for the grant for the planning and design phase, that isn't in question here. Mr. Alderson says we also need to know what locations are available. Selectmen Sadeck asks if we are even able to use the Elementary School. Chairperson Pacheco says it can be used, but only temporarily. We would need to speak to the superintendent about this, as there are lots of logistics that need to be figured out (for security of the school, parking, space uses, etc).

Next time we will talk about the needs of a new Library and the COA. Mrs. Rosa will meet with the Board of Selectmen on this grant before the next meeting, on May 18. The Building Committee will next meet on Wednesday, June 15 at 6pm, at the COA.

Motion to adjourn (Jose/Magnett), passed unanimously.

Respectfully submitted,

Ali Golz, Administrative Assistant