



## **TOWN OF FREETOWN POLICE SUB-COMMITTEE**

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### **Meeting Minutes – March 28, 2017**

A meeting of the Police Sub-Committee was held on Tuesday, March 28, 2017, at the Council on Aging, 227 Chace Road, East Freetown. Present: Chairman Lisa Pacheco, Charles Sullivan, Paul Sadeck, Jack Healey, Mark Fornaciari, Carlton Abbott, Mary Rezendes Brown and Benjamin Levesque. Robert Jose joins the meeting a bit late. Also present: Taylor MacDonald and Rick Pomroy of Pomroy Associates (PA). The meeting was recorded by Mr. Sadeck and FREECAM.

The meeting was called to order at 5:30pm by Chairman Pacheco.

### **Discussion with Pomroy Associates regarding the Police Station**

Mr. Pomroy asks Chairman Pacheco if the contract is ready. She says it was signed long ago, she estimates a month ago, noting there was a typo on one of the signature pages. Chairman Pacheco says she'll speak to Ali Golz, administrative assistant to the Board of Selectman, and make sure that's taken care of. Chairman Pacheco will act as PA's point of contact for recording purposes. They are happy to answer any questions via e-mail, but responses will go through Chairman Pacheco. Mr. Pomroy doesn't anticipate any communication issues on this project.

PA has a copy of the needs assessment previously prepared for the Town by ACG, and will compare it to the findings of the chosen architect. PA has prepared a draft RFQ (request for qualifications), offering to go through it with the committee. Chairman Pacheco says she's already gone through it and has questions and changes. She hopes the rest of the committee would do the same. She asks PA to go through highlights.

Mr. Pomroy says this is a standard RFQ. PA would like to move quickly on this, and is willing and able to post in the central register as soon as this week, out for the public next week, leaving that amount of time for changes. They've put Mr. Healey's office as the contact office. Mr. Pomroy says the due dates are not filled in just yet, those will be determined once the timeline is firmed up. He again notes the form is a standard one, Mr. MacDonald says this same RFQ, with a few specific changes, was recently used for Lakeville.

Mr. Pomroy asks if the committee wants to keep the Scope of Services in the RFQ. Chairman Pacheco says they've already been working with Kelly Engineering and they are on board with their services, so she says to leave them in. The committee has no further input when asked. Mr. Pomroy says we can work through the language. Chairman Pacheco says it all needs to be noted.

Chairman Pacheco notes there are dates for a special town meeting in October 2016 and another meeting in June 2017, noting that won't happen. Mr. Pomroy confirms that this is the route the committee wants to go. Chairman Pacheco says yes. Mr. Pomroy says based on the timeline with the designer, this can go to bid in December/January, Chairman Pacheco says this would be a good time to bid, and a special town meeting can be called at any time. Mr. Pomroy says he will re-write this section, as this was just a duplicate of a prior RFQ.

PA has laid it out in two phases: bidding and construction. They've laid out a basic scope for the bidding process, expecting the designers to submit specific information with their packages. Mr. Pomroy says this is pretty standard. He brings the committee's attention to the minimum qualifications for the applicants, saying he can change or add as needed; Chairman Pacheco already has some changes. Next comes a list of the requirements of the proposals, which he says is similar to the way the committee laid out the owner's project manager guidelines. PA will supply ranking forms when the time comes. Mr. MacDonald says the Committee may want to pay attention to how the interviews are set up. Chairman Pacheco asks the Committee if they are comfortable with the way the OPM interviews were done, the Committee agrees. Mr. Pomroy doesn't believe you need a designer briefing session, as they are often a waste of time.

PA goes through other standard parts of the RFQ. Mr. Pomroy says the contract portion can be changed to a standard contract the Town uses, if that is the case. He notes a requirement could also be that the designer submits a draft contract as part of their package. Chairman Pacheco says Town Counsel Mark Reich can look at this as well. Mr. Pomroy says there are also more standard forms at the back of the RFQ.

Mr. Pomroy says to get on the street next week, they would need comments back by Monday to give time to make changes. Mr. MacDonald goes through the date requirements from the state, saying they have a schedule for the Central Register. Mr. Healey confirms with Mr. MacDonald that PA will handle the Central Register posting, which they will. Mr. Sadeck asks how the committee will make comments, Chairman Pacheco suggests bringing the Committee into the Selectman's meeting on Tuesday, April 4 to submit any changes. She says she can get those changes to PA on Wednesday. The Committee agrees with this plan, and will meet at 6:30 on April 4.

Mr. Sadeck asks what the estimated square footage is; that has not yet been determined. He asks if the \$7M figure is an estimate or the total cost; Mr. Pomroy says estimate, but that doesn't even need to be included. Mr. Sadeck says the problem with the amount is we don't know what it will be. Mr. Jose says we'd need a general square footage for the posting. After conferring with Chief Abbott, approximately 12,000 square feet makes sense. Mr. MacDonald says the figure doesn't really matter, the designer will determine it. Chairman Pacheco says to go with 15,000 sq. feet, saying it's easier to scale back than add to the project.

Mr. Pomroy says the posting will be public on the morning of April 12<sup>th</sup>, with packages on May 3. He or Mr. MacDonald will record the packages at that time and break them up for the Committee. The Committee will meet to discuss the packages on May 11 at 5:30pm. Mr. Pomroy says we can pre-schedule the interviews on the following week to add into the RFQ, if we wanted to. The Committee thinks this is a good idea, and agrees to interviews on May 15 & 16 at 5:30 & 6:30 both nights.

Mr. Pomroy will add some "milestone" dates into the RFQ for next Tuesday's meeting, to show designers how aggressive they want the schedule to be. Mr. Sadeck questions the dates listed as construction beginning, in March or April of 2018. Mr. Pomroy says as we get closer to the bidding, we can determine the dates, and require in the specifications that bidders agree to hold their price, because by law the contract has to be awarded within 30 days of the bid, which may not end up being possible. He hopes the Committee can appreciate that this is just a draft schedule, but we can aim to get bids in hand by the end of January. He notes that receiving bids over the holidays can be challenging. We can work on getting the dates for the award, a special town meeting and debt exclusion ballot as close to each other as possible after the first of the year. Mr. Pomroy says we can put the milestones in now, and firm them up once a designer is chosen, using them as guidelines. Chairman Pacheco says this makes sense.

Chairman Pacheco says if we get our programming done sooner, we can shift everything back. PA says that's correct. Chairman Pacheco says if the police know what they want in their building, this should go fairly quick. Mr. Pomroy says a good programmer can determine what is a want and what is a need and can get this done in a week. Chairman Pacheco says we could accelerate this by a month or more, though Mr. Healey notes that means it's the holidays. PA says they've done things through the holidays before, you just have to give them a little more time. Mr. MacDonald says you'll notice that architects that specialize in police stations will know how to program quicker.

Mr. Pomroy is very pleased with how this meeting has gone and likes how far they've scheduled in advance.

### **Presentation by Kelly Engineering**

David Kelly of Kelly Engineering Group joins the meeting.

Mr. Kelly says that the site chosen is a pretty good spot for this project. He explains the process that went into the surveying work his company did. They found the property rises from Chace Road to the area of the Elementary School by around 50'. For example purposes, he superimposed the new Acushnet Police Station, identified as similar to what the Committee wants, on the site to see scale and such. Mr. Kelly believes a spot nearest the

intersection of Chace Road and Memorial Drive is the best location for the building. He notes this isn't set in stone, certainly. In the example Mr. Kelly prepared, the building's main entrance is on Memorial Drive, and is set back from Chace Road to allow for stormwater management in an area of wetlands that sits next to the road. He refers to it as a small pond. He notes the building could easily be turned to sit on Chace Road, as well. Mr. Kelly also has an example of a library sitting on Memorial Drive between the spot he picked for the police station and the Elementary School, as he knows the Committee spoke of multiple buildings on the site. He says there would be plenty of room for various possibilities, all of which including stormwater management, sewage disposal, parking and the like.

In terms of wetlands, Mr. Kelly says there's a channel of wetlands along Chace Road, but also up the hill, behind the highway barn. Mr. Kelly says the budget allotted for this project still allows for a wetlands consultant to come in to take a better look at this area, so he's obtained a quote from an outside firm called EcoTech, Inc. to do this. He says he will speak more to Chairman Pacheco about this, as it will put the final cost slightly above the amount initially quoted. Mr. Healey asks if Mr. Kelly found any wetlands between the proposed site and the school; Mr. Kelly says there isn't any according to the GIS survey, but this consultant will be able to tell us definitively. He says this consultant would be around \$3,000, Chairman Pacheco says that would require a vote.

Mr. Sadeck asks Mr. Kelly if any of his findings would preclude the building from having a basement. Mr. Kelly says he doesn't think so. Chief Abbott says currently, when there are excessive rains, water builds up in the area Mr. Kelly has spoken about and floods the road, so he isn't sure a basement is a possibility there. Mr. Kelly again speaks to the idea of the pond along Chace Road, which he believes would not only look nice, but it would enhance stormwater management, Chief Abbott's concerns.

Mrs. Rezendes Brown is thinking about other buildings for the land, Mr. Kelly says he chose the spot he did because it was the flattest, but that that other buildings could certainly go elsewhere on the land.

Chairman Pacheco wants to know the consensus of the Board about letting Mr. Kelly go over budget. Mr. Jose says he thinks we should further investigate the site, like determining whether or not a basement is possible, but hold off on the wetlands investigation until a later date. Mr. Kelly's advice is to continue with the process, get an architect on board and see what their input on the site is. Mr. MacDonald says typically you'd agree on the site and orientation of the building, and that's where they investigate. He doesn't see the need to do the whole site right now. Chairman Pacheco asks if there's a benefit to being one step ahead. Mr. Pomroy says the structural engineer of record is going to require geotechnical borings on the site directly beneath the building, so if you spend a lot of money doing the entire site and don't have it in just the right spot, you may have to do more. Chairman Pacheco understands.

VOTE: Motion (Sadeck/Fornaciari & Jose) to at least have the wetlands done completely. Passed unanimously.

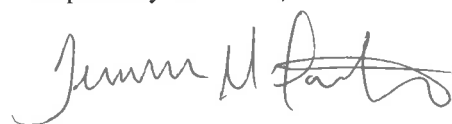
The Committee thanks Mr. Kelly for his work.

#### **Approve Minutes from January 24<sup>th</sup> and January 26<sup>th</sup>, 2017**

VOTE: Motion (Fornaciari/Levesque) to approve the minutes from January 24<sup>th</sup> and January 26<sup>th</sup>, passed unanimously.

At 6:42pm, motion (Fornaciari/Sadeck) to adjourn, passed unanimously.

Respectfully Submitted,



Timm McIntosh, Senior Clerk  
Recorded via Mr. Sadeck's recording

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