

Police Facility Building Committee

March 22, 2018 4:30pm

Minutes

1. Meeting called to order at 4:48pm by Chair Noyes. Members present: Marty Greene, Jerry Ellis, Stanley Andrews, Dusty Meier, Brandon Esip, and John Stowe. Also present Joe Sullivan OPM, Keith Mercy and Todd Costa, Kaestle Boos. Dick White arrived at 4:55pm
2. Acceptance of minutes of November 1, 2017. Motion made Mr. Greene, seconded by Mr. Ellis. No further discussion, voted to accept by all members present, unanimous approval. Minutes of November 15, 2017 moved to accept by Mr. Greene, seconded by Mr. Ellis. No further discussion by members, voted to accept by members present.
3. Request to take out of order OPM update and Architect's updates. No objection by committee members.
 - a. Todd Costa and Keith Mercy presented video of the building interior layout to members, showing hallway, rooms, stairway of all three floors of the facility. Members asked questions as to relationship with various rooms and functions.
 - b. Joe Sullivan updated members on the MassDOT bypass access. Chief Woodside stated he would be drafting letter to MassDOT for approval by Town Administrator. Also discussed was the joining of the two lots for both projects. Discussion was held regarding the process to accomplish the task. Joe Sullivan and Chair Noyes will undertake this item. Also discussed was the easements necessary for the utilities to access our site. Keith Mercy of Kaestle Boos will follow up on this item. Discussion was held regarding utility coordination for both the police facility and the wastewater facility. Joe Sullivan reported that coordination is underway with the Bourne Fire Department for hydrant location and apparatus turning radiuses. Discussion was held regarding the formal contract for the project. It was suggested that we use the format and language used for the DPW project. This will be addressed and followed up with the DPW. Joe Sullivan provided information regarding the purchase and installation of the firing range. All of this process and documentation has been done by Chief Woodside and the town's Finance Director Linda Marzelli. Following discussion on the firing range, a motion was made by Mr. Andrews, seconded by Mr. Ellis to authorize the police depart to acquire through the GSA process o the firing range equipment and installation. All members voted in favor.
4. Prequalification Sub-committee review. Joe Sullivan and Todd Costa reported that their review of the score sheets resulted in all firms were qualified under the Commonwealth's process. The firms will be able to submit their bids when the documents are out.
5. Discussion – none further.
6. Adjourn- Motion made at 5:44pm by Mr. Meier, seconded by Mr. Green to adjourn. All voted in favor.

Prepared by Charles Noyes

Accepted: July 9, 2018