TOWN OF BROOKFIELD
Police Station Study Committee
6 Central Street
Brookfield, MA 01506
Minutes
Monday, January 14, 2008
Town Hall

RECEIVED
JAN 17 2008
BOARD OF SELECTMEN

Members Present: Kermit Eaton
Ron Dackson
Mike Seery
Dave Holdcraft
John Loveland
Jeff White
Ross Ackerman

- **The meeting was called to order at 6:35 p.m. by Kermit Eaton**
  Minutes were approved for the December 20, 2007 meeting unanimously
  1st by Ron Dackson
  2nd by Mike Seery
  Rudy Hess joined the meeting
- Kermit outlined 3 main areas in need of discussion
  1) Re-cap meeting with Selectboard
  2) Time Line for project to move forward
  3) Prepare for Executive Selectboard meeting on Tuesday, Jan. 15, 2008
- Discussion regarding the Committee contacting current landlord to talk about the possibility of extending lease in order to have extra time to make decission
  Kermit Eaton presented for review an Agenda for Lessor
  1) Explain the time line
  2) Lease options
     Length desired
     Cost
     Town Apporval
     Modify clause if property sold
     Clarify Clause of towns responsibility when we vacate the building needs to be left
  3) Purchase
     Cost
     When - Now or 2110
     modify clause if property sold prior
     clarify clause of towns responsibility of when we vacate
- Discussed a Plan B if negotiations fail with Landlord
  1) Temporary quarters
  2) Where
  3) Cost
  4) ADA requirements
  5) Town apporval required
- RFP draft to Selectboard -
- Reviewed Time line for project from start to finish
- Reviewed Committe responsibilities : our Charge from Select Board
- Question arose if we can possibly save time by deciding on a Design Build Firm after

preliminary bids received

- Looked at cost of Architect to design plans: would be roughly 8%to 10% of total project
- Discussed the funding needed and how to present to Selectboard and the to the Town
- Talked about plans already established for Police Station at the Fire station
- Worked on a rough draft Time Line for project

1) Finalize RFP - done
2) Send out RFP by - 2/1/2008
3) Information meeting - 2/15/2008
4) Recieve back RFP - 3/14/2008
5) Interview top 3 firms by - 3/21/2008
6) Pick firm to submit preliminary plans by - 3/28/2008
7) Finalize agreement - 4/7/2008
8) Complete review of RFP and make recommendation Select Board by - 6/1/2008
9) Select Board picks site - 7/1/2008
10) Obtain funds ($125,000.00?) at Special Town Meeting for final design - 8/1/2008
11) Send out RFB by - 8/15/2008
12) Receive RFB back by - 10/1/2008
13) Choose Architectural Firm by - 11/01/2008
14) Modify design as needed by setting review stages along the design process, roughly a 5 month time frame -finalize design by - 4/1/2009
15) Final Funding to be presented to the May 2009 Town Meeting
16) Award Contract by - 6/16/2009
17) Start construction by - 8/1/2009
18) Estimate 10 months for completion - 6/30/2010

- Discussed meeting with Executive Committee

Strategy with current lease options

Options

Extend lease - Buy property - Vacate

Kermit Eaton to attend Executive meeting along with Mike Seery and Dave Holdcraft on Tuesday, Jan. 15, 2008

- Ross Ackerman to obtain paperwork from E. Brookfield, North Brookfield and West Brookfield on the process they took so we may avoid any time delay in our project.

Motion to adjourn the meeting by Mike Seery at 8:10
2nd by Jeff White
All in favor.

Respectfully Submitted,

John Loveland
Secretary, Police Study Committee

Date: _____