Jwa 8/14/2009 Interim Police

Donna Neylon

From: Trudy and Peter O'Connell [tpoconnell@charter.net]
Sent: Thursday, July 16, 2009 10:51 AM
To: 'Rudy Heller'; 'James Allen'
Cc: 'Donna Neylon'; chief_martell@brookfieldfd.com; 'Chris Welsh'; 'Highway'; 'jeff white'; 'Kermit Eaton'; 'Tim Roughan'
Subject: Minutes and Report of Interim Police Study Committee
Importance: High
Attachments: Interim Police Station Study Committee Meeting 6-28-09.doc; Report of the Interim Police Facility Committee to the Board of Selectmen.doc

Rudy and Jim and member and members of the interim police station committee –

Attached are minutes of the Interim Police Station Committee for June 28 and an interim report from the committee based on our conclusions reached at the committee meeting last night. If any of the committee members have revisions to make to either document, please reply asap.

We are recommending that the Board authorize the committee to draft a request for proposals from property owners interested in leasing or selling the town property for an interim (or perhaps) a permanent police station. The draft RFP would be presented to the BOS for approval at its August 11th meeting.

Peter O'Connell, Chair

Interim Police Station Study Committee Meeting
June 28, 2009

Attendance: Peter O'Connell, Tim Roughan, Chris Welsh, Herb Chaffee, Peter Martel, Kermit Eaton, Jeff White

Also present: J.D. Holdcraft, who videotaped the meeting.

The meeting started at 6:20 p.m. in the Banquet Hall of the Town Hall. The first order of business was to elect the Chair Person and a Clerk. Peter O'Connell was elected Chair Person and Chris Welsh was elected the Clerk.

The committee discussed the charge of the committee to identify possible interim locations for the Police Department when the current lease of the Bourdeau property located at 3 Post Road, expires in August, 2010 until the town agrees on a permanent location for the Police Station. The time frame for the interim location will be 2-5 years. Mr. O'Connell noted that the committee should first analyze whether any town-owned properties could meet the needs of the police and noted that the Bourdeau property provided the committee a benchmark. The current location has operational space (offices and booking room) totaling 1,234 square feet and the basement (storage and evidence room) is 994 square feet as recorded by the assessors. Total space is 2,228 square feet.

Options that were discussed for the interim Police Station on Town owned property:

1) Highway Garage
2) EMS Building (Peter Martell stated that there will not be enough room)
3) Across the street from the Highway Garage in portable trailers
4) Town Hall (this will take to long to prepare as an interim)

If the committee analyzes these alternatives and finds that none can serve as an interim station for the next 2-5 years, then the committee would seek approval from the Board of Selectmen to develop a request for proposals from property owners who can satisfy the requirements the committee and Board of Selectmen will develop to guide the lease or purchase of property. This request for proposals is required for leases exceeding $25,000 or for the purchase of land and structures. Proposals from Mr. Bourdeau and Mr. Richardson would be considered should the Committee issue an RFP.

During this meeting the East Brookfield Police Station was discussed. Chris Welsh has spoken with the East Brookfield Police Chief. The Police Chief of East Brookfield stated that the cost of renovating the police portion of the building was approximately $300,000. The East Brookfield Chief also gave Chris Welsh a copy of the floor plan which allowed other committee members to view at the meeting. After a lengthy discussion the committee made a field visit to the Highway Garage to explore plans for renovating the back portion of the garage into the interim police station and/or for locating portable trailers. Mr. O'Connell stated that he would investigate the condition and possible use of portable trailers.

Herb Chaffee made a motion to adjourn and Jeff White second the motion at 7:20 p.m.

Respectfully submitted,
Chris Welsh, Clerk

Report of the Interim Police Facility Committee to the Board of Selectmen
July 16, 2009

The Interim Police Facility Committee has analyzed three town-owned properties for possible use as an interim police facility until the Town decides on a longer-term and/or permanent location. In making this analysis, we first gathered information on the costs of fitting out any of the alternatives to meet code requirements for bathrooms, accessibility, egress, etc. Costs ranged from a high end estimate for new construction of $225 per square foot supplied by Lieb Architects down to approximately the $120 per square foot that East Brookfield spent in renovating 3500 square feet for its Police Department in a former school building. For purposes of this analysis, we used the East Brookfield cost because it is a recently completed project similar to our situation.

We then compared alternative locations against the Bourdeau house and garage that have provided adequate facilities for the past several years. Note that the Committee is simply using the Bourdeau property as a benchmark and does not assume that it will/should be selected as an interim location for the next 2-5 years.

We analyzed three locations of town-owned property as summarized in the table below:

Site	**Estimated Square Feet**	**Estimated fit-out cost**
Bourdeau Property	1234 square feet plus storage	$103,800 over 5 year lease
Mobile Units	1500 square feet	$180,000
Old Fire Station bay currently used as storage for two brush fire units and Chief's Office	1500 square feet	$180,000
Highway Department: create second floor over bay # 1 with rear entrance from Pleasant Street	1800 square feet	$220,000

The mobile units would require foundations, grading to create handicapped access, the construction of a roof and floor for a central hallway, installation of bathrooms, installation of communication towers, and wiring for additional heat and outlets. Because the units are of thin metal and have a number of windows, they fail to meet the security requirements of a police station, the fit-out costs exceed those of the Bourdeau lease, and the units were rejected for a similar use by the Brimfield Police Department when that department had to find emergency quarters.

The fire station bay meets the need for space, but would require installation of partitions, baseboard heating, bathrooms, and the relocation of the vehicles, firefighter equipment, broadcast network, Chief's office (which also serves as the control center for emergency management), with difficult-to-estimate disruption expenses. The relocation of the police to this building would stress the current septic system. The fit-out costs exceed those of the Bourdeau lease.

The Highway Department solution would require the creation of a second floor over bay #1, new construction of interior spaces and the regrading of the rear of the building. The noise of the highway department's compressor would be a challenge. This option could not be completed before August 2010 and therefore needs to be evaluated against other alternative permanent locations for the police department.

Recommendation: Because the cost of a lease will exceed $25,000 over the next 2-5 years, the Town of Brookfield is required by the state to issue a request for proposals to solicit bids for an interim police station. The committee recommends that the Board of Selectmen authorize the committee to develop and publish a request for proposals from parties interested in leasing or selling facilities to the town that meet specified evaluative criteria for space, location, costs, parking, etc., which would be drafted by the committee in early August.

The draft RFP would be submitted to the Board of Selectmen for approval at its August 11 meeting and subsequently published and mailed to all owners of properties that appear to meet the evaluative criteria (including Mr. Bourdeau). Proposals would be evaluated by the committee in early September and recommendations forwarded to the Board of Selectmen no later than September 22, 2009.

Respectfully submitted,

Peter O'Connell, Chair
Chris Welsh, Clerk
Timothy Roughan
Herb Chaffee
Kermit Eaton
Peter Martell
Jeff White

Report of the Interim Police Station Committee to the Board of Selectmen
November 17, 2009

The Interim Police Station Committee, consisting of Kermit Eaton, Jeff White, Tim Roughan, Fire Chief Peter Martell, Highway Superintendent Herb Chaffee, Interim Police Chief Chris Welsh and Selectman Peter O'Connell, published a Request for Proposals from eligible property owners to lease or sell properties to the Town for use as a police station, as required by the procurement laws of the Commonwealth. This process ensures a full and fair opportunity for anyone to submit proposals and to have their proposals be evaluated using published criteria.

A total of seven proposals were received. Six of those proposals offered to sell properties to the Town and one proposal offered either to lease or to sell the property to the Town. The Committee applied the evaluative criteria specified in the Request for Proposals to each of the proposals and selected three proposals for further review. Upon the completion of this review, the Committee makes the following recommendations:

1. The Committee **does not recommend the purchase of any of the properties** to serve as an **interim** police station for the next 3-5 years. The costs of acquisition and renovation of the properties to meet the needs of the Police Department far exceed the requirements of an interim police station. They all need to be evaluated against the costs of renovating a Town-owned property. We recommend that the Board of Selectmen move as quickly as possible to present a proposal to meet the long-term needs of the Police to the voters by either renovating a Town–owned property or to purchase and renovate another available property for use as a police station for the next 20 years or more. Current market conditions suggest that it would be highly advantageous for the Town to acquire property at advantageous prices and/or to renovate properties that are currently available, but many not be in a year.

2. The Committee **recommends that the Selectmen seek approval from town meeting voters to authorize the Selctmen to enter into negotiations to lease from Mr. David Bourdeau the property at 3 Post Road currently used as a police station** for three years, with town options to renew the lease for a fourth and fifth year. The terms of the lease is intended to give the Town sufficient time to choose a solution for the long-term needs of the Police.

The Committee wishes to thank all the property owners who attended the mandatory bidders conference and particularly to those who took the time and effort to submit proposals to the Town. We respectfully request that the Board of Selectmen writer letters to those individuals expressing their appreciation.

The Committee notes that its work is done and requests that the Selectmen dissolve the Interim Police Station Committee.

Respectfully Submitted,

Peter S. O'Connell

Peter S. O'Connell, Chair of the Interim Police Station Committee