Town of Brookfield
6 Central Street
Brookfield, MA 01506

Municipal Facilities Planning Committee

Minutes
6:30 pm Monday August 6th, 2012
Location: Town Hall Kitchen

Members Present:
Stephen J. Comtois II
Linda Lincoln
Peter Martell
Jeanne Myers
William R. Simpson
Don Taft

Members Not Present:
Donald Faugno
Carol Plumb

Citizens/Guests Present:
None

The meeting was called to order at 6:33 by Mr. Comtois followed by the pledge of allegiance.

Previous Minutes

A motion to approve the minutes from 6.25.12 and 7.26.12 was presented by Jeanne Myers and seconded by Mr. Taft. The motion was unanimously approved.

Police Station Discussion

Mr. Comtois raised the idea of pursing the new Police Station with help from the vocational school program.

Mr. Taft voiced the concerns about the idea of involving vocational students as part of the project from the perspective of his conversations with Reinhardt Associates. See attachment A, which was discussed at the meeting of 6.25.12.

Mr. Taft also referenced more recent conversations with Mr. McMillan of Reinhart Associates regarding design costs. He presented the recommendation that the committee move ahead with a study rather than a full on design to determine a rough layout and the

associated costs of the project. The cost for a study would be approximately $10,000 plus an additional $10,000 for site survey and soil borings.

Mr. Comtois presented a motion to submit an article at the special town meeting asking for $20,000.00 for a police station study.

Jeanne Myers seconded the motion.

There was some discussion and a vote was taken. All present voted in favor of this motion.

Don Taft agreed to draft the article and present it to the Advisory Board.

Town Hall Discussion

The committee agreed that the special town meeting was not the right time to request funds for the town hall project.

Mr. Simpson presented a motion of support for moving ahead with development and a presenting a project vote on the concept plan previously presented by Mr. Simpson for the annual town meeting in June.

Linda Lincoln seconded the motion.

All present voted in favor of this motion.

Next Meeting

The next meeting was scheduled for September 17th at 6:30pm.

Adjournment

Motion to adjourn by Mr. Simpson, seconded by Mr. Taft.

The meeting was adjourned at 7:18pm.

Respectfully submitted,

William R. Simpson

Approval:

These minutes have not yet been approved.

Attachment A

Report from Mr. Taft on discussions with Reinhardt Associates.

Brookfield Police Station

6/22/12 spoke with John McMillan of Reinhardt Associates

I discussed him our Police Station needs and told him that we are thinking about 4,000 – 5,000SF (as we have discussed in the past). He said that a town our size needs to plan for the future and not just try to take care of our needs today. The Town of Ashby just built a new Police Station 6,900SF. He will Email me a copy of the floor plan for that building. He thinks that we should look at something of approximately that size. Figure that this structure should be around and serve the towns needs for +/- 100 years.

Population of Ashby 2010 census 3074 ppl up from 2845 in 2000
1011 housing units
Median income - $61K
PD = 5 F/T
1 Reserve
1 P/T chief
They have their own dispatch

The Town of Palmer just approved a new Police Station that will probably start construction in the spring of 2013. This station is +/- 21,000SF. I asked if he could share with me the costs for that building. It broke down to $251.00/SF (=$5,3M), this does not include 10% construction contingency or the engineering/design fee (which will be 9 – 11%).

We also discussed using trade school involvement. He said that the Town of Westminster is building a Senior Center using the local voc school, he sees this as a real nightmare. Due to the limited school year it will take a minimum of two school years to build a relatively small facility. By using the voc school they are going to have to bid out all of the materials (which he sees as a very large problem).

I also asked him about making a presentation for Town Meeting and he made a very good point. You don't sell a project to the towns people at a Town Meeting by showing pictures, diagrams or talking about costs you must first lay the ground work to demonstrate the need of the project, show existing conditions, tell stories about how the police have to work around the existing conditions, point out existing safety issues, the inefficiency of the facility and discuss existing violations (health, safety, handicapped limitations, etc). It is not too early to start presenting this kind of information to the town. Get the people behind you before you go to Town Meeting. Build a good PR, use public access TV, newspaper articles, etc.