

**Town of Chester
Police Department
Space Needs Working Group Meeting
Thursday, November 1st, 2018
Municipal Complex
Approved Minutes**

I Preliminaries

Call the Meeting to Order
Roll Call
Approval of Minutes
Review of Bids
Bidder Interviews
Adjournment

1.1 Call to Order

This second meeting of the Police Department Space Needs Working Group was called to order at 10:37am.

1.2 Roll Call

Members Present:

Aaron Berube, Police
Cass Buckley, Selectman
Myrick Bunker, Building
Andrew Hadik, Planning
Karl Knudsen, Resident
Stephen Landau, Selectman
Michael Oleson, Highway (departed 10:58am)
Corinna Reishus, Recreation
Herb Rowell, Resident

Members Absent:

Rhonda Lamphere
Debbie O'Sullivan, Resident

II. Old Business

2.1 Approval of Minutes – October 23rd, 2018

Planning Coordinator Hadik noted that the term “impact fees” should be replaced with “CIP” on line 93, in both places.

Building Inspector Bunker moved to approve the minutes of October 23rd, 2018 as amended; Selectman Buckley seconded the motion. The vote was six in favor with Messrs. Hadik, Knudsen and Rowell abstaining due to absence; so moved.

2.2 Review of Bids

Last meeting, the group began its preliminary comparison of the seven bids received. Now that

everyone has had a chance to review all the bids, the group will determine the top four bidders to be interviewed.

It was noted that of the seven bidders, four had made some effort to contact Police Chief Berube, either by phone or email: Harriman, Context, Cowan Goudreau (who also visited the site), and Dennis Mires.

Recreation Director Reishus liked how Harriman's bid was presented. She also noted that Breadloaf proposed a four-month schedule, which was significantly longer than the others. The group discussed their unsure feeling about references for Warrenstreet from other towns; which seemed more like verifications than recommendations. However, Selectman Landau reported that Town Engineer Jeff Adler of DuBois and King gave Warrenstreet high marks. Warrenstreet has apparently done some work with Busche Academy.

Selectman Landau felt the group should expect critics to ask why premade plans aren't just purchased to save money. Planning Coordinator Hadik reminded that that is what the School Board did years ago with the first construction phase of Chester Academy; and going the "cheap route" actually resulted in incurring other problems and costs. Selectman Buckley said that this particular conversation was premature, and the group agreed that they are here to review the bids and select a design professional.

The group agreed to call in *Harriman, Context, Cowan-Goudreau, and Warrenstreet* for interviews.

III. New Business

3.1 Bidder Interviews

Road Agent Oleson explained that his availability to participate in the interview process will be limited with winter coming.

The group agreed to schedule two dates for two interviews each; the first session will include the high and low picks, and the second will be for the middle two.

Police Chief Berube will invite each of the bidders to be interviewed for up to an hour, each.

Bidder	Day	Time
Cowan Goudreau	Tuesday, November 27 th	9:30am
Harriman	Tuesday, November 27 th	11:00am
Context	Thursday, November 29 th	9:30am
Warrenstreet	Thursday, November 29 th	11:00am

There is no specific list of questions at this point; and for the most part, the group intends to get a feel for what to ask as they proceed. Selectman Buckley suggested asking the four bidders for their insight on how this process tends to go.

Police Chief Berube mentioned that Raymond had hosted open house events and welcomed public input for similar projects. Mr. Rowell and Police Chief Berube recently discovered that there have been at least four different proposals for facility upgrades in Chester from 1978 to 1994. Recreation Director Reishus wondered if the group should reach out to other towns for input on

how to successfully interview bidders. Police Chief Berube clarified that many of the recent upgrades in surrounding towns were in response to major deficiencies; while this town is exploring upgrades as part of its Master Plan – Chester's questions would be somewhat different. Police Chief Berube felt it would be key to determine what the bidders have to offer to this community, specifically. Selectman Buckley hopes to select a company who can provide the best overall working relationship with the Town.

Selectman Landau wondered if SNHPC could be called on to provide some 25- or 50-year projections on population and roads; Planning Coordinator Hadik will contact SNHPC as well as the Office of Strategic Initiatives for further information. Some felt that for the group to get this information on their own would be muddying the waters; wasn't this why design professionals were being consulted? It was agreed that such data could be kept to the side for corroboration purposes only.

Selectman Landau wondered what this group may wish to bring to Town Meeting. Others agreed that at this point, it's too early to know what may come of the process to assume there will be something to bring to the voters.

The group agreed to continue circulating meeting minutes to individuals who indicated interest in the process.

IV. Adjournment

Recreation Director Reishus moved to adjourn the meeting; Building Inspector Bunker seconded the motion. The vote was unanimous in the affirmative; so moved.

The meeting was adjourned at 11:22am.

Respectfully Submitted,

Caroline Wilson
Recording Secretary