

**Town of Chester  
Police Department  
Space Needs Working Group Meeting  
Wednesday, October 23, 2018  
Municipal Complex  
Approved Minutes**

**I Preliminaries**

Call the Meeting to Order  
Review Request for Proposals  
Members of the Community  
Interview Process  
Timeline  
Adjournment

*1.1 Call to Order*

This first meeting of the Police Department Space Needs Working Group was called to order at 12:10 pm.

*1.2 Roll Call*

Members Present:

Aaron Berube, Police  
Cass Buckley, Selectmen  
Myrick Bunker, Building  
Stephen Landau, Selectmen  
Michael Oleson, Highway  
Corinna Reishus, Recreation

Members Absent:

Rhonda Lamphere  
Debbie O'Sullivan

**II. Old Business**

NONE

**III. New Business**

*3.1 Review Request for Proposals*

Seven bids from architectural firms interested in evaluating the Police Department's current space and determining what they will need in the future have been received. The costs range from \$12,500 to \$38,000 for Tasks 1-4 as follows:

Bidder #1	\$19,842	Bread Loaf Corporation
Bidder #2	\$38,000	Context Architecture
Bidder #3	\$16,500	Cowan Goudreau Architects
Bidder #4	\$18,500	Harriman
Bidder #5	\$19,800	Dennis Mires, P.A., The Architects
Bidder #6	\$27,500	Tennant Goucher Architects
Bidder #7	\$12,500	Warrenstreet Architects

Selectman Landau spoke to Jeff Adler of Dubois & King and forwarded all bids for his review. Mr. Adler said they all looked good, but he has only worked with Warrenstreet Architects and another person in his office has worked with Cowan Goudreau Architects. Selectmen Landau and Mr. Bunker discussed the wide variable between the pricing. Chief Berube indicated that they are all comparable if they did the whole RFP. Out of the seven RFP's only Context Architecture completed all and that could possibly change on engineering costs. Would need to determine in interview process why others didn't do all tasks of the RFP. There is \$70,000 in engineering costs and \$15,000 is space needs assessment. Discussion regarding who may have relationships with MRI and only one for certain is Harriman. Not all members have had the opportunity to review the Police Facility Space Needs RFP and the bids and would like to give everyone a chance to do that.

### *3.2 Members of the Community*

Two members of the community initially expressed interest in joining the Police Department Space Needs Working Group. One member no longer has interest and the other member could not attend today but is interested in attending further meetings. A posting requesting members has been posted on the town webpage since September 21, 2018. Police Chief Berube would like to see members of the community involved in this working group. Members will promote next meeting to community to see if there is interest.

### *3.3 Interview Process*

Selectmen Buckley discussed the first part of the RFP is to determine the needs and whether it is suitable and preliminary design work. Selectmen Landau suggested taking them to different areas of town. Chief Berube did not want to overstep and asked for clarification of what we were looking for on this first part. Selectman Buckley indicated that they would investigate what the Police Department needs are and what the community wants and needs are. That we can look at the demographics in 20 years, what level of policing the residents want. Mr. Bunker states that it would be what the future Police Department would look like and it would be for the town to determine. Mr. Oleson indicated that the current location it is a great location as we already have septic, wells, and infrastructure here. Mr. Buckley agrees there is a lot of space out back. Looking for committee input and what the town expects for service from the Police Department. Mr. Landau suggested choosing four bidders to interview after everyone has had an opportunity to review the RFP and the proposals.

### *3.4 Timeline*

Discussion regarding the timeline to get this assessment done. It was determined that we would like to have this done before the next town meeting in May. Chief Berube discussed how the current space needs assessment is in the 17/18 CIP and that the engineering costs are listed in the 18/19 CIP. Selectmen Buckley and Landau indicated that there would be no issue with rolling over into the next fiscal year as long as it was already approved.

## **IV. Adjournment**

The next meeting of the Police Department Space Needs Working Group is scheduled for **Thursday, November 1, 2018 at 10:30 am.**

The meeting was adjourned at 12:53 am.

Respectfully Submitted,

Corinna Reishus