

**Town of Chester
Police Department Space Needs Working Group Meeting
Tuesday, August 6, 2019
Municipal Complex
Approved Minutes**

I. Preliminaries

- Call the Meeting to Order
- Roll Call
- Working Group Discussion
- Approval of Minutes
- Discussion with Mr. Gatchell and Ms. Johnson of Harriman
- Adjournment

1.1 Call to Order

This eleventh meeting of the Police Department Space Needs Working Group (PDSNWG) began at 9:03am.

1.2 Roll Call

Members Present:

- Aaron Berube, Police
- Myrick Bunker, Building (arrived 9:30am)
- Andrew Hadik, Planning
- Karl Knudsen, Resident
- Stephen Landau, Selectman
- Corinna Reishus, Recreation
- Herb Rowell, Resident

Members Absent:

- Cass Buckley
- Rhonda Lamphere
- Michael Oleson, Road Agent
- Debbie O’Sullivan, Resident

Others Present

- Will Gatchell & Judy Johnson of Harriman (9:55am – 11:38am)

II. New Business

2.1 Working Group Discussion

As Selectman Landau was absent last meeting, the group recapped what had been discussed -- green space, parking, reconfiguration of office space.

Recreation Director Reishus felt that this group shouldn’t be the only ones involved in the discussion of what will happen with office space.

Mr. Knudsen wondered about funding for the reconfiguration of town offices; Planning Coordinator Hadik noted that this will be in the CIP.

2.2 Approval of Minutes

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56 **Planning Coordinator Hadik moved to approve the minutes of July 11, 2019 as written; Mr. Knudsen seconded the motion. The vote was six in favor with Selectman Landau abstaining due to absence; motion carried.**

2.3 Discussion with Mr. Gatchell and Ms. Johnson of Harriman

60 Mr. Gatchell and Ms. Johnson arrived at 9:55am.

62 Mr. Gatchell distributed copies of the three latest site and floor plan options; labeled as “3”, “3A”,
64 and “3B”. A detailed cost escalation for 2022-2023 was also distributed.

- 66 • Option 3 renovates the annex the least, while adding the most new construction. Option 3 is the most expensive of the three options.
- 68 • Option 3A renovates the annex some; and has about 1,000 square feet less new construction than option 3. Option 3A is the least expensive of the three options.
- 70 • Option 3B heavily renovates the annex and adds the least new construction. However, the renovation is quite costly, so there is not much of a cost savings. Option 3B is in the
72 middle of the expense range.

74 The group felt that 3A would be the most efficient and cost-effective option.

76 It was noted that quotes to replace the annex roof had been procured; Ms. Johnson advised holding off with roof replacement until it is known what will be done with the annex.

78 Ms. Johnson explained the typical progression for moving forward at this point:

- 80 1. Choose preferred option (i.e. 3A)
- 82 2. Hone schematic-level design
- 84 3. Submit to (third-party) cost estimator
- 86 4. Bring project & cost estimate to voters
- 88 5. Enter construction document phase
- 90 6. Wrap up design & put out to bid

92 Selectman Landau did not feel voters would approve a ~\$7-million-dollar project. Could 10% be
94 knocked off that figure? Ms. Johnson felt that 10% would be the most that the estimate may go
96 down; but then again, it could go *up* 10 or 15%, too. Construction costs are climbing.

98 Ms. Johnson gave a tentative timeline moving forward:

- 100 • August and September: refine the design
- 102 • September and October: get cost estimates
- End of October: present final numbers

104 Selectman Landau urged Mr. Gatchell and Ms. Harriman to meet with the BOS as soon as possible.

106 Police Chief Berube asked how much of the initial space needs study funding remained; Ms.
108 Johnson noted that these funds were pretty much exhausted but included a presentation to the
110 BOS (and see if the BOS wants to enter a contract to move forward.)

104 Recreation Director Reishus suggested moving forward with option 3A; the group agreed.

106 Ms. Johnson will get a fee proposal together for moving forward with the process and Mr. Gatchell
106 will add more parking spaces to option 3A.

108 Mr. Gatchell and Ms. Johnson departed the meeting at 11:38am.

110 Selectman Landau requested that the members of the PD space needs working group attend the
112 upcoming BOS meeting with Harriman. There is no need for the group to meet prior to that
112 meeting.

114 **III. Adjournment**

116 Mr. Gatchell and Ms. Johnson will be added to an upcoming BOS meeting agenda; either
118 September 5th or 12th to present option 3A to the Selectmen.

118 The meeting was adjourned at approximately 11:43am.

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Respectfully Submitted by Caroline Wilson, Recording Secretary