

Police HQ - Town Campus Facility
Study Committee



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**POLICE HQ – TOWN CAMPUS FACILITY BUILDING COMMITTEE
SPECIAL MEETING
October 2, 2019
9:00am**

NOTE: THESE MINUTES ARE SUBJECT TO CHANGE AND APPROVAL
AT A FUTURE MEETING OF THE COMMITTEE

Building Committee members present: Kathy Poirier, Jack Suchy (by phone), Patti Temple, Dave Waters (by phone)

Absent: Matt Bezanson, Keith Fordsman, David Johnson

Committee Advisors present: Chris Burney (Director of Public Works, Facilities & Energy), Chief John Lynch, Captain Rob Cipolla, Captain Tom Conlon (WPD)

Owner Project Manager: Robert Bordier (Colliers Project Leaders)

The meeting was called to order at 9:00am by Co-Chair Patti Temple.

Public comment: None

Project Schedule discussion:

Robert Bordier distributed copies of the Milestone Schedule and reviewed the remaining items of Designer Selection and those of Conceptual Designs Development, steps that must be completed in order to reach the May 5, 2020 referendum.

Chief Lynch will submit the names of the WPD officers who will work with the Conceptual Designs Working Group to Mr. Bordier by Oct. 21.

It was explained that all communications related items currently included in the schedule would be removed from the Milestone calendar and be covered separately in a public awareness campaign/communications schedule that Ms. Temple will distribute this week. This campaign, to be

discussed at the Oct. 9 committee meeting, will be multipronged, using multiple mediums, including the opportunity for the public to register for email alerts/bulletins re project news.

Because four firms responded to the RFQ-P, the committee reached a consensus to interview all of the architects rather than to eliminate any of them, and to add a meeting for interviews in lieu of conducting all of them, as well as making the selection, in a single night. A motion to schedule two interviews for Oct. 15 and two interviews (plus selection) for Oct. 16 was made by Ms. Temple, seconded by Ms. Poirier and passed unanimously.

Two public information sessions will be held after the conceptual designs are presented to the Board of Selectmen in January so that feedback from the public can be gathered and considered by the BOS. Exact dates are TBD, but will be sometime between late January and late February. In addition to the information sessions, a mechanism will be added to the project's web site (WPDTownHallProject.org) to also collect feedback.

Public comment: None

Member comment: None

The meeting was adjourned at 10:10am.

Respectfully submitted,
Patti Temple, Acting Recording Secretary