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TOWN OF DEERFIELD
Police Department Building Committee
Work Session
June 1, 2020
MINUTES

Call to Order

Present: Andy Robertson, Dick Pitman, Cindy McHugh; Select Board Members, Gary Duquette; Police Chief, Gary O'Connell, Jeff Shute, Dwight Barnes, Zach Langlois; members of Police Department Building Committee, Steven Keach; Keach-Nordstrom Associates, Kyle Barker; Barker Architects, PLLC.

A. Robertson stated that the reason for the meeting was to determine how to proceed with the \$50,000.00 that was voted on at the last town election.

He thought that they should look towards what Kyle and Steve had to recommend regarding project management and get it up and going.

Kyle stated that he and Steve had walked the property across from the G. B. White Building again and realized that it obviously had some topographic issues and as such it will be pretty dependent as to how they site the new building. He also stated that in the future, there is probably going to be other buildings on the site, so the first step would be a survey and then from there, they could master plan the site before picking a final location for the police department.

He stated that once the survey is done, which he thought could continue through fall, they then could figure out a design of what would work best depending on the topography of the land.

A. Robertson stated that he knew that there was approximately 9.6 acres and asked what the procedure would be to have the property surveyed.

Steve stated that he assumed that they would be doing it and was just waiting on the Board for the go ahead. He stated that he would look at the area adjacent to the dirt parking lot and go down to Candia Road and follow the perimeter back up and around.

Steve thought that the cost of a topography survey of the plot would be around \$5,000.00 and it could be started tomorrow if they wanted.

A. Robertson wanted to move forward as soon as they could and Steve stated that he would go over it with his chief of survey and would get a cost back to Mr. Harrington by the end of the week.

Andy opened it up to other participants at this time.

Couldn't hear Dick when he spoke but Mr. Harrington stated that his question was if there was any other area to get funds so that they aren't using up all the funds to do a survey.

Andy stated that his question to Steve would be how much survey are they going to get in the four-figure survey.

Steve stated that if they didn't go a complete, recorded boundary survey but because the land abuts roadways, that a full topographical survey showing conditions on 100 percent of the land is what is needed now so that the building can be placed properly.

Kyle stated that if a fire station would also be going on this site in the future, this survey would come in handy.

Andy stated that at this time, the town was not looking at a fire station but obviously, that was a need that they are facing in the future and with nine acres, they have that in the back of their minds but haven't acted on anything as of yet.

He thought, as they have a select board meeting on the 8th, they could officially vote to move forward with this and he thought it would be best to move forward as soon as possible.

Dwight stated that he was involved in the walk around tonight he stated that they needed to make sure that they maintain the accessibility to the field in regard to this project to which Andy agreed and added that he thought that they had discussed how they could improve the parking lot moving forward.

1 Kyle stated that he would like to look at what they could complete before town meeting so he would be working backwards
2 with a schedule to get as much done before then. Andy reminded him that Deerfield is a SB2 town,
3

4 Kyle stated that since Deerfield is a SB2 town, the town voting would be mid-March and therefore the deliberative session
5 would be in mid-February and if the project were to be bonded, the bond hearing would be in mid-January and the warrant
6 articles would be due around the first week of January.
7

8 He also recommended that the building committee and selectmen work with the budget committee, not just present to them
9 and to hire a construction manager before even going to the budget committee which should be done in the fall, September,
10 October time frame so that the building could be priced out and they have schematics in the November time frame.
11

12 Kyle continued to stated that this puts them at July or August as to what the designs are going to be and since it is June, there
13 is a little bit of time to program in order to be in the correct time frame.
14

15 Kyle stated that the tasks for the committee over the next three months is to go over with Chief Duquette regarding design and
16 then coming back to the committee with the design that was developed and with changes, he thought that they would have a
17 solid design by August.
18

19 With COVID-19, presentations have become a little bit harder to do but he has discovered that a great way to do them is to do
20 them in a video and it could be shared over multiple media outlets and therefore easier to get it out to the voters.
21

22 Steve's responsibility would be the site design which is more difficult to figure pricing so he would be going further into the
23 pricing of that to make it better refined.
24

25 The benefit of this is that when it goes to the voters, if they pass this project in March, they are in better shape to start
26 construction in the spring. The old way, it could be over six months before they had everything ready for a building.
27

28 He stated that he thought with the design that he had in mind, the construction would take six to eight months and they could
29 probably be occupying the building by Christmas, 2021.
30

31 Andy thought that the process was straight forward and he thought that they should get started right away and he thought that
32 the Board of Selectmen and the committee are ready to move forward.
33

34 Gary wanted to know what the status was in regard to the intersection and Andy stated that it was his recollection that the
35 state wanted to fix the intersection but wanted Deerfield to put up a large chunk of money to do it and it was his feeling that the
36 state could work around Deerfield's new fire station.
37

38 Steve stated that his recollection was that back when Leslie Boswak was the town administrator, there was a meeting onsite
39 with the highway agent, himself, Steve Barry who was on the Board at the time and Andy stated that he was also.
40

41 He stated that it was discovered that the biggest cost to that move was the large pole with a number of transformers on it and
42 a number of other utilities that utilize the pole.
43

44 If the driveway for the police station is going to exit onto a state road, DOT will have to issue the driveway permit and if it is
45 across from the driveway to the G.B. White Building, he didn't think that it would be an issue and if it is on Candia Road, there
46 would be no DOT permit required as it is a town road.
47

48 Jeff Shute asked if the construction manager needed to be hired before it went to the votes to which Kyle stated that would
49 was necessary as it helped with costing and also a person that he could bounce off ideas as he was doing his design. It also
50 makes the construction manager available for deliberative session and he can guarantee the pricing that is presented.
51

52 Andy thought that they should get going with the topographical work done and all members that were online agreed and he
53 stated that as long as the people that were members of the committee in the past were still interested in being on the
54 committee, he would like to call a meeting fairly soon after they get information from Steve. All agreed to continue being
55 members.
56

57
58 He also thanked everyone for their continued involvement.
59

60 *The Minutes were transcribed and respectfully submitted by Dianne L. Kimball, Recording Secretary*
61 *Pending approval by the Deerfield Police Department Building Committee*