



**Wellfleet Police Station Building Committee  
Minutes of March 14, 2016  
Wellfleet Fire Station Training Room**

**Present:** Town Administrator Harry Sarkis Terkanian, Wellfleet PD Chief Ron Fisette, Wellfleet PD Lt. Mike Hurley, Owner's Project Manager Rick Pomroy, Mike McKeon and Todd Costa of Kaestle-Boos Associates, and committee members Sean Donoghue, Jay Horowitz, Davis Walters and Hugh L. Guilderson.

Town Administrator Terkanian called the meeting to order at 6:30 PM

1. Minutes: Minutes of the January 15, February 24, and March 1 meetings were read and approved.
2. Introductions: On a motion by Chief Fisette, seconded by Mr. Guilderson, Mr. Terkanian was voted Chair of the committee.
3. Meeting schedule: The project meeting scheduled for April 25 conflicts with the Annual Town Meeting schedule. Mr. Terkanian recommended that the meeting be removed from the schedule and re-scheduled if necessary. All agreed.
4. Designer contract status: The possible use of the old COA building and site are not in the KBA contract. Structural investigations and 3 cost estimates are included. KBA asks for \$30,000 more than the figure in the October 2014 project estimate because the current schedule calls for project documents to be complete by September 2016, 2 years after the study was completed, and the new building code that will be issued in 2016 may affect the 2014 building program and project costs. Mr. McKeon noted that if the old COA building and site are usable, KBA may be able to include a plan to use them as a temporary facility within the scope of their contract.
5. Hazmat, Geotech, Perk testing, and insect damage inspection are not included in the contract.
6. KBA usually does not include Hazmat inspection because it is a duplication of the General Contractor's effort.
7. KBA proposes to conduct construction project meetings twice a month but will schedule and conduct weekly meetings if they are necessary. Mr. Pomroy and Mr. McKeon confirmed that KBA will conduct a walk-through inspection of the project 10 months after completion.
8. Mr. Pomroy recommended that the committee defer a decision on pre-qualifying bidders for now. This would be an additional and separate qualifying process, not the one required by DCAMM.
9. KBA will provide measured drawings of existing conditions.
10. Kaestle-Boos Associates' contract at this point is for \$219,600 for contract documents, to be ready for bidding by September 1, and \$85,000 for construction administration.
11. On a motion by Mr. Guilderson, seconded by Chief Fisette, the committee voted to recommend the contract to the Board of Selectmen.
12. Design discussions. The structural engineer will examine the existing station and the old COA building. It is possible the police department will move to the lower level of the station while the old COA building is converted to a temporary facility and reconstruction begins on the upper level.
13. A Geotech investigation may not be necessary. Mr. Costa will schedule the structural review and insect inspection to be done as soon as possible. Inspections and sampling of the existing roofing and plywood sheathing will be performed by the structural engineer and a roof consultant. KBA's civil engineer will review all the current and available information and discuss the need for a perk test with the Health Department. KBA's civil engineer will conduct the test and the Health Agent will need to witness it. This has been the usual practice in other towns. Usually, the town's DPW provides a backhoe to dig the test holes.
14. Mr. Costa will review the building program that was part of the 2014 study to ensure nothing has changed. The committee expects that the state access board will require an elevator. Mr. McKeon recommended meeting with the board. Mr. Costa said that on another project, where the public could

access all areas of the building designated for public use, the board did not require an elevator. Mr. Walters asked if a police department employee might use an elevator to move records to storage. Chief Fisette said that records are now stored electronically and did not foresee the need to transport and store boxes of paper records. Mr. Pomroy recommended that the committee decide in the next 2 meetings whether to include an elevator or plan for an elevator to be added to the building at a later date. Mr. Pomroy said there is an interest in making the public entry to the station more accessible, more welcoming. Chief Fisette expressed the need to make it easier for people entering the driveway to see where they are supposed to park and where they can enter the building. Mr. McKeon acknowledged neither the parking area nor the entry is immediately visible. He said improving the entry is not a difficult problem to address. Mr. Costa said if construction is not phased, it will be easier to redesign the entry.

15. Design schedule. Mr. Pomroy said the Town will need the bid results by mid-October in order to conduct a fall Town Meeting. Mr. Terkanian explained it would not be possible to conduct a Town Meeting late in November or anytime in December. Mr. Costa said it is feasible to have contract documents ready to bid by September 1.
16. Permitting and entitlements. Mr. Pomroy said there was nothing to address at this date. Mr. Horowitz noted that a site plan review by the building inspector might be necessary.
17. Third Party Consultants. Mr. Pomroy will line up a Hazmat inspector asap. Hazmat inspection will be required because demolition is part of the project.  
Mr. Pomroy will propose a scope of work for the commissioning agent. Chief Fisette gave Mr. Pomroy the contact information for National Telecom, the firm that provides phone and IT services for the Wellfleet Police and Fire Departments.
18. Upcoming meetings. Mr. Terkanian, Chief Fisette, and Mr. Walters will attend the project meetings at 4pm.
19. Future Concerns. The purpose here is to identify agenda items for future meetings: for example, the possible use of the Town website to inform citizens of the progress of the project and key elements of the design.
20. On a motion by Chief Fisette, seconded by Mr. Donoghue, the meeting adjourned at 8:40pm.

Respectfully submitted,

Harry Sarkis Terkanian, Town Administrator

## <sup>1</sup> **Public Record Documents**

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