

Building and Facilities Committee
Minutes of 12-5-19
Syd Crook Room, Academy Building; 6:30 p.m.

Members Present: Bowers, Bianchi, Cardillo, Beasley, Sherman, Lewis, Cannon (after the meeting commenced), Hogle

Absent: Cross, Williams

Also present: Kim Hallquist, Administrator (after the meeting commenced), Chief Ed Andersen, representing the Police Department

The meeting was called to order at 6:30 p.m.

The Chair welcomed Ms. Hallquist and Chief Andersen to the meeting.

1. Approval of Minutes

The minutes of the previous meeting of November 21, 2019 were reviewed by the Committee and were then approved unanimously.

2. Reports

The Chair reported that he had met with Paul Gorman, Chair of the Planning Board, and that Mr. Gorman informed him that there were no plans for the Planning Board to make any changes to the CIP previously presented to the Selectmen. Mr. Gorman noted that the CIP process would be gearing up in June (2020), and that he would ensure that the Building Committee was included in that process.

The Chair reported that Mr. Cross was not able to attend this meeting, but had informed the Chair that he had been made aware of heating issues at the Buker building, and was keeping apprised of the problem and the work being done to remedy it. Basically, there was a faulty solenoid, affecting the heating in the Rec. Dept., which has been replaced. The Police Department has also reported to North Branch disparities in temperatures compared to thermostats, and that is being looked into. Chief Andersen reported that the original issue of inadequate heat in rooms abutting exterior walls is still an issue, and that electric heaters are still required. The problem relating to no heat in the Rec. Dept. seems to have been resolved.

Mr. Cardillo reported that the Selectmen, at the joint meeting with the Budget Committee on Monday, had added \$40,000 to fund a part-time building inspector for the Town, but that the Budget Committee had recommended at the joint meeting on Wednesday that that issue be deferred until the Building Committee has weighed in on it for the 2021 budget cycle. Mr. Cardillo informed the Committee that because retaining a building inspector is a “zoning issue,” it would have to be approved as a Warrant article at a Town meeting. He also noted that the Selectmen had stated at the Monday meeting an intention to obtain an appraisal of the “Cricenti property” on County Road.

3. Discussion and approval of process for answering questions re RFP

The Chair noted that an inquiry had been made which requires a timely response in order for firms to have adequate time to prepare proposals. The Chair, after consultation with those instrumental in fashioning the RFP, provided an answer to this question for dissemination. Both the inquiry and proposed response have been provided to the Committee prior to this meeting. Ms. Hallquist has informed the Chair that the proper procedure would be to have a noticed meeting where the question was discussed and a response formulated.

There followed discussion on this issue.

Upon MOTION made by Mr. Beasley, and seconded by Mr. Bianchi, it was unanimously:

VOTED: To approve the response to the question under consideration, to wit:

“Please clarify why the Town has selected to issue this RFP in lieu of retaining the firm that authored the most recent 2018 Study, Harriman, and to continue the work which was prepared to some level of detail one year ago. We have reviewed that document and it appears that much of the Scope of Work as outlines on page 2 and 3 of the RFP was included in the 2018 Study including building analysis, space needs assessment, conceptual space planning, building massing, site options, and cost budgets. We appreciate this clarification.”

Response: As stated in the RFP, this request is for conceptual plans for alterations to the existing facility, the Buker Building, to include the present space used by the Police Department and the space used by the New London Recreation Department. This conceptual plan for alterations goes beyond the Harriman Study to identify how the designated space, with an understanding of police department operations, can most effectively meet the needs of the New London Police Department. This study will account for the repairs and investments made in the Buker Building since the last analysis and for specific functional requirements that will be developed by the Committee with the Police Department.

The Chair inquired whether the Committee felt the deadline for submissions should be extended. After discussion, it was concluded that there was not a need at the present to extend the deadline; but, that, if issues arose regarding the timing of submitting proposals, the Committee would revisit the issue.

There then ensued discussion of the tours of the Police Department scheduled for Monday, December 9. Chief Andersen reiterated his concern that the Police Department needs to be heard on the issues it has, including concerns related to parking and to garaging police vehicles in cold weather and for washing vehicles. He was concerned that these were issues that might not be discussed on the tours. He also suggested that it might be a good idea to have the full Committee meet right after the tours, and to set up that meeting now. That way, questions which arise during the tours could be addressed expeditiously.

The Chair assured Chief Andersen that the Committee was aware of the concerns he expressed, that the Committee had heard his statements of concern, and that those issues would need to be addressed, but not as part of this RFP. Mr. Beasley responded that those issues would need to be looked at, but it was important to distinguish among those concerns that were safety issues, those that were necessary or important to proper and efficient functioning of the Police Department, and those that were issues that might not rise to the level of being an actual need. He further noted that once an assessment had been made as to

those three categories, Town residents would be in a position to determine whether they were in favor of requests, based in part on a cost-benefit analysis.

Mr. Sherman suggested that one or two Committee members attend the tours and take notes of the questions asked and the answers given, and bring them back to the Committee at its next meeting, currently scheduled for December 17. That should be soon enough for answers, and doing so would avoid the need for another meeting Monday night, after the tours. Those questions, and any responses given during the tour, can then be considered by the Committee at the same time it deals with any other inquiries which have been submitted under the RFP. He stated that he planned to attend both tours, and would be glad to take the notes he has suggested. He suggested that the firms taking the tour should be supplied with the floor plan which has been prepared. The Chair noted that he had a PDF copy of the floor plans prepared by Mires, which had fewer notations on them so were easier to read than those prepared by Harriman, and that he would forward them to Ms. Hallquist. Ms. Hallquist agreed to make the appropriate number of copies, and would have them available on Monday, December 9, for the tours. Mr. Hoglund also volunteered to attend both tours for this purpose. The Committee was in agreement, and Mr. Sherman and Mr. Hoglund will attend the tours with the Chief on December 9, along with a representative of the Administrator.

After further discussion, including discussion of a change to the proposal provided to the Committee prior to this meeting, suggested by Mr. Bianchi, upon MOTION made by John Lewis, and seconded by Colin Beasley, it was unanimously

VOTED: To adopt the Process for responding to inquiries regarding the Police Dept. RFP, Dated: 12-3-19, as follows:

1. Upon receiving any questions from any potential respondents, Kim will draft a standard response to the effect: "Thank you for your interest in the RFP and your question about it. We will get back to you as soon as the appropriate person has drafted a response, and that response has been appropriately reviewed."

2. Kim will forward the full inquiry to Bob, along with her response to issues within her purview; Bob will accept, or revise with Kim's agreement, her proposed response. For those questions not within Kim's purview, Bob will draft a response, seeking professional advice if necessary, which he will forward to Kim for dissemination.

3. Kim will post on the websites each question received and the answer to that question (without reference to which firm made the inquiry) and will send the question and answer to the firms to which the RFP was originally sent.

4. Responses will be provided within a reasonable time frame, as allowed by circumstances, particularly as to those technical or procedural questions whose answers could impact the nature of all respondents' submissions.

4. *Discussion and approval of RFP subcommittee*

The Chair reminded the Committee that at the previous meeting of the Committee, at which the RFP was approved, it was noted that the RFP refers to a subcommittee to be formed. The main purpose of this meeting is to resolve questions and issues of the Committee related to the formation and function of the subcommittee.

The Chair informed the Committee that Mr. Lewis had asked that the Committee meet on December 12, to take up his concerns about subcommittee creation and membership; and proposed to the Chair that at that meeting there be a vote on a motion he would make on this subject.

The Chair suggested that if there were other reasons to have a meeting on December 12, then this could be taken up at that time. He also suggested that if that were the only reason for a meeting, and if a Motion were made as requested by Mr. Lewis at this meeting, and approved, there would seem to be no need for a meeting on December 12.

After discussion, upon MOTION made by John Lewis, and seconded by Peter Hoglund, six in favor and one opposed, it was:

VOTED: The Committee hereby authorizes and grants to the Chair the right to form and appoint subcommittees. However, the Committee reserves the power to itself to review any such bodies formed, and appointments made.

The Chair then proposed a slate of subcommittee members composed of Mr. Cross, Mr. Sherman and Mr. Beasley. After discussion, and input from Ms. Hallquist, it was decided that Ms. Hallquist or her representative from Administration, and Chief Andersen or his representative from the Police Department, would be invited to all subcommittee meetings, and would serve in an advisory capacity, but would not be members of the subcommittee. The Chair suggested that the subcommittee should elect its own chair.

After discussion, upon MOTION made by Joe Cardillo and seconded by John Cannon, six in favor and one abstention, it was:

VOTED: To approve the membership of the subcommittee as proposed in the slate put forth by the Chair.

The Chair then called on Mr. Beasley to report to the Committee a proposal to establish the exact role of the subcommittee, which proposal was provided to the Committee prior to this meeting. After discussion, it was concluded by the Committee that this should be referred to the subcommittee, which should make a determination and report back to the Committee.

5. Other items to come before the Committee

The Committee discussed its next meetings, and agreed that it would not meet on December 12. The Committee will meet on Tuesday, December 17, at 6:30 p.m. at the Fire Station, to discuss all inquiries which have been received, and discuss any other business which may come before it; and will meet on Thursday, December 19, at 6:30 p.m. in the Syd Crook room, to discuss and act on proposals which have been submitted by the closing date for submissions pursuant to the RFP. It is intended that at that meeting on December 19, the Committee will establish the procedure for setting up interviews with selected applicants.

6. *Action Items.*

- a. The Chair to provide PDF copy of Buker building floor plan to Ms. Hallquist, who will make copies to be disseminated to those firms attending the tours of the building on December 9.

The next meeting is scheduled to be held in the **Fire Station** on Tuesday, December 17, at 6:30 p.m.

The meeting adjourned by unanimous consent at 7:40 p.m.

Respectfully submitted,
Robert Bowers, Chair