

Buker PD Subcommittee
Building and Facilities Committee
Minutes of 2-14-20
Buker; 9:00 a.m.

Members Present: Beasley, Sherman

Absent: Cross

Also present: Architect Dennis Mires, Chief Ed Andersen, Lieut Emily Cobb,
Kim Hallquist

The meeting was called to order at 9:00 a.m.

1. *Finalize contract*

Mr. Mires has incorporated Ms. Hallquist's comments into his draft and provided a final version. He will email the signature page, along with a certificate of insurance, to Ms. Hallquist, who will sign for the town and distribute.

2. *Schedule*

After discussion, it was decided to self impose the following schedule:

1. 1/27 BOS approval
2. 2/14, finalize contract
3. 2/14 start work
4. 3/30, initial facts gathered and program analyzed and verified
5. 4/30, options established
6. 5/30, to building and facilities committee
7. 6/30 to BOS

3. *Communications*

It was agreed that where practical, all communications would be via email, copying all in attendance at this meeting, as well as Mr. Cross.

4. *Work session*

The group spent the balance of the meeting gathering facts and analyzing the program.

5. *Next meeting*

The next meeting will be scheduled for Wednesday, time to be determined. It is understood that Mr. Cross is not available and Mr. Sherman may not be available.

The meeting adjourned at 12:00 p.m.

Respectfully submitted,
Philip Sherman, Chair

Buker PD Subcommittee Process

The following is a suggestion for the methodology of the subcommittee's approach to the PD space and process analysis:

- The subcommittee is comprised of 3 people from the Buildings and Facilities Committee as well as one representative from the Town Administration office, one representative from the Police Department, who will interact and consult with the hired architect. The subcommittee will keep the Buildings and Facilities Committee informed of its progress.
- The Subcommittee and architect will collectively gather the facts of the existing PD: process, current space allocations by function and desired space allocations.
- Each function of allocated space (either currently or noted as a future desire) will be categorized as either a need for safety, a need for security, or other.
- The Subcommittee will attempt to come to agreement on all data collected and how it is characterized. The Subcommittee should rely on compromise as a tenet of its work principle and look to the architect for its expertise; should an agreement not be reached by the Subcommittee members (with input and advice of the architect), the issue will be addressed to the full Committee. If necessary, the Buildings & Facilities Committee will engage the Select Board.
- Once the data is finalized, the architect will develop the plan to accommodate the functions and proposed space allocations, employing their expertise in PD design and process. The architect will prioritize its allocation to address the safety and security categories prior to addressing any other uses. To the extent possible, the Subcommittee will prioritize the other uses that are not characterized as safety and security concerns for the architect's work effort.
- The Subcommittee will address the implications of any function which cannot be fit within the Buker building envelope, focusing on the safety and security needs first. For any other uses not accommodated within the Buker building envelope, the Subcommittee will propose alternatives to address those deficiencies, ranging from doing nothing to adding square footage to the building.