

JOINT MEETING – BOARD OF POLICE COMMISSIONERS AND COMMITTEE ON INFRASTRUCTURE

DECEMBER 11, 2023

A joint meeting of the Board of Police Commissioners and Committee on Infrastructure was held Monday, December 11, 2023, at 6:00 p.m. in the Aldermanic Chamber.

The roll call was taken with 6 members of the Board of Police Commissioners and Committee on Infrastructure present:

Commissioner Gwen Krailo  
Commissioner James Tollner  
Alderman-at-Large Michael B. O'Brien, Sr., Chair  
Alderman Richard A. Dowd  
Alderman Tyler Gouveia  
Alderman Ernest A. Jette

Members not in Attendance: Alderman Alex Comeau

Also in Attendance: Captain Brian Kenney

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ROLL CALL

Tim Cummings, Administrative Services Director

So with that Mr. Chairman and through you to the Committee, the first step was to do an assessment of the building and so we have not done design on the building as of today. In fact, one of the items later on is I'm going to ask for your approval over a design proposal but what we did do was work together to get an assessment of the building and to study the building to see how it could be used as a training/storage facility for the Police Department's benefit.

So in the spring of 2023, we studied all the major systems of the building, architectural security, structural, plumbing, fire protection, mechanical, electrical, and fire alarm, and site civil. The assessment I've provided it all to you. It's in the packet. I have hard copies here for you to look at as well. You can read it at your leisure but it gives an indication as to is the current status of the building. The feedback that we got was it's a good building to use as a training facility. It might not be the best building to use anymore as an office building but if you wanted to use it for training and educational purposes, this would be a good thing because it doesn't change the use of the building. That's a key element that I want everyone to be aware of because we are not changing the use of the building.

Now you may say to me well what do you mean by changing the use of the building? It is from a building code perspective. From the building codes perspective if the building is used a certain way, then we are only required to make certain type of changes, renovations, improvements. We are not required to make other more drastic or major type of improvements. So because we are keeping it consistent and the change of use is not occurring, it really helps us in terms of saving on cost and budget for the municipality as a whole and ultimately for the Police Department so they can use this building as they see fit.

So Captain Kenney could you outline the initial scope in terms of how you envision the building project to move forward?

Captain Brian Kenney

Sure. As far as the scope goes, there's really a three to four areas of concern. Obviously, this has never been a police building. It was the Department of Public Works so it didn't have the security level of a Police Department. So first and foremost, everyone in the room as everyone in the room knows we're CALEA accredited and that is a huge issue for us. So certain buildings security is run by city IT. We would want that ideally to be run by the Police Department. The keycard access doors. Those that are functioning are run through City Hall.

They're also a little bit a little bit antiquated. We have an antiquated system on our main building at the Police Department as well which cannot be expanded upon. So we would need to put a new key card system to go in and out of doors and in and out of gates that can mesh with the one that we have now. In order to do that, we need a little bit of work. We need to

upgrade what we have at the main building to incorporate it into the new building otherwise, we'd have every member having multiple key cards in their pocket to get into different doors and different buildings which can get a little bit messy.

Secondly, we have a parking lot situation. As you all know, the parking lot at the Police Department is fenced in. It's not a great fence. It's old. It's been on our list to improve for a number of years. In order to connect the two properties, we would need to remove a portion of that fence and extend the fence down Riverside to incorporate the rest of our new building. With that, we would look to connect the two parking lots. As it sits right now, I either have to grab some gear - it's still better than Pine Street extension - but I would have to grab some gear, unlock the gate, and walk across the property to get to the other building, or jump in a car and drive around the block to get to a building on the same property as the Police Department. So we would look to connect the two parking lots - not do a major parking lot revamp or anything like that but there's a section of the parking lot where it was recommended. I think the vendor was VHB Tim if I remember.

Tim Cummings, Administrative Services Director

Correct.

Captain Brian Kenney

That they thought was an ideal connection looking at the grading and all that sort of thing.

Thirdly, CCTV cameras. We don't currently - obviously we monitor our entire property. That part of the property is not monitored because it was never part of the Police Department property before. So that would be two to four additional CCTV cameras that need to be meshed in with our current system.

Then lastly, we do have a need for a carport for some of the very expensive trucks that we have that are currently out in the weather. Not ideal to have them out in the weather with snow, things like that so this will afford us a little bit of room to potentially if project funds withstanding potentially build a two vehicle carport on the side of the PD of that story.

Tim Cummings, Administrative Services Director

And full disclosure, I keep pushing this bullet in the sense that I'm very cognizant of the amount of money the city spends on vehicles. These particular vehicles that we have in the back of our mind are either a million dollars or closely approaching a million dollars. So we really want to be good stewards of that. So if we could get them out of the elements a little bit, it would just extend the useful life from an asset management standpoint. I really would recommend it but, again, this is above and beyond what the real true scope of 9 Riverside is per se but I would recommend to you all if we have the budget for it, it would be it would be a priority because I believe it will pay dividends in the long run.

So Mr. Chairman one more slide here and then I'd open it up to questions. So what I'm about to say to you is speculative, take some assumptions into consideration but wanted to paint a full picture for you. You know ideally we would be looking to shoot for construction in spring of summer of '24. That is predicated on us getting authorization for a bond which, again, we would be looking to do that sometime in late winter, early spring of this year.

The project has been before the CIP Committee here, the CIC Committee. It is in our CIP and so that is often a question that gets asked. I just want to get it out onto the table right now so folks are aware that this isn't a new project. This project did not come about per se because, you know, all of a sudden it appeared. This has been something that the Police Department has been endeavors of over the years and so it is in the CIP.

The last bullet that I really want to kind of drill in on, because I don't want you to hold me to it, is we're bogeying in on a two and a half to \$3 million project but I will not make any representations to you on what the total project costs will be until we start getting into design. We have not started design. I have not heard from you all as to what your priorities may be and so depending on how this conversation unfolds over the next few weeks or so if we're so lucky to proceed, this number may change. Alderman Dowd if he was here right now, he would say something like, you know, the unknown is unknown. They still need to be evaluated and understood. So there's a lot of unknowns still to this project that we're gonna have to do some due diligence on to be able to bring it forward. When we were conceptualizing the project, we thought it would fit within this budget range.

Lastly, the source of funds as of right now for the contracts that we would be looking to enter into would use our city's building trust fund. It would not be monies that come out of the Police Department but monies that we escrowed during this past fall to set aside for this specific purpose. So that's how we would be able to proceed. We wouldn't be cannibalizing anyone's operational budget per se whether it's Admin. Services or the Police Department.

Mr. Chairman, I think this might be a good time now to open it up to questions or comments if you'd so like.

Chairman O'Brien

Thank you, Mr. Cummings. What I'll do is I'll start immediately to my right. Commissioner do you have a question that...

Commissioner Gwen Krailo

I actually had several questions but I'm going to start with one. To the Police Department, there's a section of the building that shows on the prints as being open two story. What do you intend to use utilize that portion of the building for?

Captain Brian Kenney

A section of the building that shows...

Commissioner Gwen Krailo

The first floor is open to the second floor like a two-story area.

Captain Brian Kenney

So we're currently in that building in that portion of the building already and that's evidence storage. So that's not - the side of the building that faces the Police Department, we have overflow evidence storage in there currently. So this is the other part of the building which is two floors. That is a one floor portion of the building. It's just a tall warehouse essentially. So that's occupied if I understand your question correctly.

Commissioner Gwen Krailo

It is but is that the best use of that area? Would that be something that in light of the fact you're looking to build a carport, could garage bay doors be put in there and the vehicle stored in that area?

Captain Brian Kenney

It's certainly something that we've talked about in the past. A project of that size, you know, when we batted this around would be quite a bit of money. Quite honestly with an agency the size of ours, we need that amount of space for that evidence. We have all kinds of long-term homicide evidence dating back decades sitting in there that we needed at the time, I forget what year we went over there Tom. I'm not sure if you remember but we had had completely outgrown the Police Department itself and getting to be an unhealthy situation. We needed that space so without an alternative location, I would say that we would have to keep that warehouse for evidence - that side of the warehouse.

Commissioner Gwen Krailo

That makes sense. I just was trying to figure out a best use of such a large space and cost effective versus building an outdoor carport.

Captain Brian Kenney

Understood.

Commissioner Gwen Krailo

Okay, thank you.

Chairman O'Brien

All set?

Commissioner Gwen Krailo

Yes, thank you.

Alderman Jette

Thank you. We know from our involvement with the Board of Public Works that one of the reasons the Board of Public Works left that building. There were many reasons but one of them was that the air quality was intolerable for their employees. I briefly looked at the preliminary report from the architect about the condition of this building and I see that I'm by no means an expert but it looks like a hodgepodge of furnaces, different types of devices to try to either cool the air, or heat the air, and provide fresh air, and try to deal with this air problem. So that's something that's going to have to be dealt with I'm assuming. I'm just thinking the city has set as a goal trying to wean ourselves away from fossil fuels and I'm wondering if there's an opportunity here if we're going to be doing something to the HVAC system, you know, whether there's an opportunity to change the source of how that air is treated from gas to something else. Maybe there isn't a way but I would like it something that the architect looks at and could - I know whenever I talk about this the first reaction I get is it's too expensive but I think that's changing each year. These prices change, and the cost of doing it changes, and the value of doing it changes also. So I would like to put a request in that we have that as a possibility that we look at the opportunity - see whether there's an opportunity to do that as we're dealing with that problem. Also that the city's Energy Manager be involved in this process.

Tim Cummings, Administrative Services Director

If I may Mr. Chairman?

Chairman O'Brien

Absolutely.

Tim Cummings, Administrative Services Director

So Alderman Jette thank you for raising this issue. So first and foremost what I'm going to refer to is the "MEPs" which is the electrical, mechanical, and plumbing are satisfactory for the execution of a police training facility according to our experts. Without question, the systems are old. They're beyond their useful life and at some point, they will need to be replaced but I just wanted to kind of put a finer point on. It doesn't necessarily need to be with this project. It could happen later on down the road. However if the Police Department and this body so choses to elect to do it sooner rather than later, we can absolutely do it. It's not currently contemplated under the existing scope as outlined by Captain Kenney but obviously if it was to be added in, you - this body could have a conversation as to whether you wanted to do it and then at what price point. I do believe that as we move forward, we would move forward with the mindset to be as energy efficient and sustainable as possible. That would be a guiding principle. So I'll leave my comments there. I don't know if Captain Kenney has any thoughts that you'd like to add to this.

Captain Brian Kenney

No, I think you hit it Tim. We approached this with dollar signs in mind and we were trying to get ourselves into the building in the most reasonable way possible without asking for things that might have been out of reach. So we're trying to at least have the building meet the standard in which we were training at the old building but increase it a little bit so that it can be considered part of the main police property.

As far as air quality goes, obviously, you know I'm aware of some of the concerns with the DPW building and they had, you know, also dozens of people working in that building. I would just point out that we don't have - we're not going to be having people work in there full time every day. We did do the air quality study which everyone can see and certainly it reflects that it's healthy enough for us to be in it and in that capacity but we're not going to be in there for 8- 10 hour shifts like you might be in a regular office building.

Alderman Jette

Thank you.

Chairman O'Brien

All set Alderman Jette?

Alderman Jette

Yes, I am.

Chairman O'Brien

Alderman Dowd has come and welcome. What we're doing right now so to bring you up to speed Alderman Dowd, if anybody has any questions with Captain Kenney on the project, I can come back to you let you get your feet wet a little bit or do you have a particular question you would like to jump right in there? Feel free.

Alderman Dowd

I'm well aware of the project and what it entails.

Chairman O'Brien

Okay. So you're all set, Sir.

Alderman Dowd

Yeah.

Chairman O'Brien

Thank you.

Alderman Gouveia

Not so much a question just a comment. I do agree with Alderman Jette on the air quality issue of that building. I know we heard time, after time, after time about the issues DPW was having in that building. So I just want to make sure that is addressed if we're going to spend this type of money on it that it's done correctly and done to the point where it wouldn't be an issue in the future.

Commissioner James Tollner

Yeah, I don't have a question but maybe Tim you could just take a second because maybe the public's listening in how we arrived at this point working with Lavallee Brensinger because I'm sure that every time we're asked about this, I understand how we did myself but for the public, you know, just to make sure like people say, you know, did we go out to bid? How did we find it and that type of thing just to make sure it's clear for everybody in the public?

Tim Cummings, Administrative Services Director

Yeah, absolutely. So again when Brian and I started, excuse me, when Captain Kenney and I started to work on work on this project, we very early on decided that it would be best to do a building assessment study. That is standard practice for us here in the City of Nashua as a jumping off point to understand basically what the value of our asset is and what it might cost us to replace, replace in kind, build new. So Captain Kenney and I went out and issued an RFP through the city's procurement office. We issued it I would say a year or so ago or thereabouts maybe a little less than that but about a year ago because they did the study last spring. Spring of '23 and we only had one response. We sent it out to the entire market. We have a list of vendors that we typically work with but Lavallee Brensinger were the only ones to respond to it. So they executed on that contract which Admin. Services paid the cost for that building assessment. Off the top of my head, I believe it was around \$60,000 give or take and that is what helped inform some of this prior work or prior conversation that has led us to where we are today.

Alderman Dowd

I can just advise working with all the school projects that small projects right now are hard to get people to bid on because the companies are so busy with work that they just can't take on anyone. Sometimes you have to really stretch to get someone to come on board, especially a highly qualified person.

Chairman O'Brien

Thank you. I do have a couple of questions. Number one - for the taxpayers that are listening at home, what's our target - life expectancy of this building? Because I particularly love building something that's gonna help a particular division thrive to make their work more efficient. So what are we kind of looking at, you know, a 20-year lifespan plus or I'm not going to hold you to the exact number but this is going to have some longevity to it, correct?

Captain Brian Kenney

I would say for sure, Mr. Chair. The assessment done on the building does suggest that the building is in fair condition. It's not pristine but nor do we need it to be pristine to conduct the activities we're looking to do. But the general condition of it is certainly up to the standards which we need it to be and we have every intention of being there for a while.

To go back to the MEPs, that will be something that within 10 years we're going to have to deal with. On an individual basis, we list out all the air conditioning units, the heating units, all in very workable condition but towards the end of their life. So within five years, some of these are going to be probably have to be dealt with in one way, shape, or form.

Chairman O'Brien

And that's understandable when you have an old building like that.

I do have one more additional question. Right now, I think the structure is being chaired by the Cable TV Division and will they still remain there and independent of your operation?

Captain Brian Kenney

Yes, Sir. So Transit is on the other side of the hallway and cable TV as well. We're conducting training in there as we speak and we cohabitate the building without a problem thus far. So we try to be cognizant of the fact that we're doing some noisy training, try to limit that to different sides of the building, and to be the best neighbors that we can. We have a relationship with the folks over at Transit just with how this project came to be. They have my phone number. We don't have any complaints that we're being too noisy or anything like that.

The one little wrinkle as far as our neighbors go is we have the IT closet right in the middle of our hallway. So that is something long term that we would look to move out of there.

Chairman O'Brien

Yeah, you mentioned that.

Captain Brian Kenney

Every time someone needs to service the phones or service servers. If we were in training, we would have to halt it and escort that person because at the point in which it becomes a secure police training site, you know, a repairman for lack of a better word can't just walk in to fix something. It has to be escorted at every time someone gets escorted in.

Chairman O'Brien

And that leads me into something else. Director Cummings is probably going to kick my ankles under the desk here but to help you do this, and it might be an opportunity for the cable TV through their bonding, Transit through their bonding, and looking so I don't know if there's been an outreach to try to get the three different entities working as one to try to have this as, you know, a very good megaplex sort to speak.

Tim Cummings, Administrative Services Director

So if I may on that point Mr. Chairman, we've started some conversations with cable access. I believe cable access would like to maybe look elsewhere not necessarily 9 Riverside per se but when the time comes, maybe look to come more down to the downtown area here or at least that's what the preliminary conversations have been like. We're still very much in the early stages of that. But I, you know, I think in full disclosure if we could work to actually move the other two business units that the city has out of 9 Riverside, that probably would be the best stewardship for that asset in the long run due to the sensitivity, and the security considerations, and the credentialing necessary that the Police Department needs to needs to maintain. I was actually surprised I was able to walk through that building with them a week or so ago and I was actually I felt kind of special that I got to see a little of the behind the scenes stuff that I didn't think I would have I have access to understandably so because of the sensitive nature of what they need to train for and we don't want to folks to know about those things.

Chairman O'Brien

You are sworn to secrecy.

Tim Cummings, Administrative Services Director

I think I think that's fair to say. But Mr. Chairman also going back to the prior comments, so the building is fair and is in fair condition. I think that's an accurate way to describe it but a building is made up of many different systems. So our current scope doesn't necessarily contemplate because, again, we were keeping the idea of the cost at a certain price point and wanting to just bring it to a level that the Police Department feels it is going to be usable and productive to meet their vision and their mission.

But if we were to expand that scope to take in other things like consideration like the roof, the MEPs were touched upon, fire protection. All those things will need to be addressed. They don't need to be addressed now per se but would be part of your deferred capital maintenance plan and should be part of one's deferred capital maintenance plan. As a rule of thumb, I like to believe that we designed buildings to last 30 to 50 years here in the city and this would have no deviation from that principle.

Mr. Chairman if we don't have any other questions.

Chairman O'Brien

I just want to seek that if I may Director Cummings. Everybody satisfied? No additional questions?

Commissioner James Tollner

Yeah just one follow up. So the work that Lavelle is doing you brought up some good points about the roof and some of the other things. During this process will they be able to provide us information say, hey, do you think you're going to need a roof

in five years? Do you think you're going to need a heating unit in three and then that way, we can work together with the city and the Police Department and budget some of those things as you mentioned? So it's a part of this process as well?

Tim Cummings, Administrative Services Director

Yes. We've already started that. If I may, Mr. Chairman?

Chairman O'Brien

Yes you may.

Tim Cummings, Administrative Services Director

We've already started that and of course, we can embellish it and get that information for you.

Alderman Dowd

Yeah, we just did a roof analysis on two elementary schools. What they do is they drill a core into the roof and see what the condition is of what's underneath and make a recommendation as to what should be done and when.

Chairman O'Brien

Seeing no more questions, Director Cummings can you take us into the next topic.

Tim Cummings, Administrative Services Director

Yes, thank you. So, again, I outlined a little bit of how I conceived the project moving forward. One of those elements is developing a working group, a small working group, to help work with the construction management team. Again, I'm not exactly sure whether these would be weekly or bi-weekly meetings but I what I do know is this body will need to meet at least monthly. So in between that monthly meeting what has worked best for us in the past is that a small group gets together to help move this project along. Again, I can't say right now until we start design, when we start actually having conversations with a construction manager whether this would be weekly meetings. I have a feeling it probably would be but at the very least, it would probably be meetings every other week and, again, it's to keep the project on schedule and on budget. That's the main thought process to it.

So what I would ask is that we formulate a three member working group where I'm suggesting the Chair and the Vice-Chair of Infrastructure and then the Chair of the Police Commissioners to come together for this working group to help advise the project as we proceed. With that being said before you take any action, what we typically have is some rules of operation. They're like if you will by laws that kind of govern the governance of this Committee and specifically the working group. So that is outlined in your packet. First and foremost, the Joint Committee on infrastructure and Police Commissioners has the final sign off on the design, any altering, or remodeling. One of the things that will be necessary, this is more housekeeping in nature, is I at some point am going to ask Captain Kenney to get an official vote of the Police Commissioners on the plan and then that plan is what actually will feed into the design. It's a nuanced point but then this body takes over jurisdiction on the design. So once we get the design underway, this body oversees both the design and the construction of the assets. So from there, the Joint Committee on infrastructure and Police Commissioners when it comes to all financial aspects of the project would be the approving entity. So lots of times you may have heard in the past about going to Finance Committee, this body actually does the approvals. You would not necessarily go to Finance Committee. That's something that I want to make sure folks understand. So all contracts would need to come before you for approval.

Second and it goes hand in glove is relative to requisitions in the invoicing process. So once a requisition with all the backup is presented for approval, it would be signed off on by the architect, the construction manager, the working group that would be formulated that I just spoke up, and then it would go before this body for final signage and that would need to occur before any payments are issued to any of our vendors or contractors. That may mean, and I just want to be on the record saying this so folks have a clear calibration, that may mean by the time we get the invoice and that's one of the biggest reasons why this



body needs to meet monthly is because there might be a four to six week lag before we actually issue payment because we won't issue payment until this body convenes. It's also one of the biggest reasons why we need to have quorum. So I wanted to point that out. All contracts, all invoices would be approved by this body.

Now with that being said, past practice has been, and this happens at Joint Special and it's happened with the DPW building, this body has come together and has delegated particularly because of time constraints that the Chair of the Committee due to timeliness issues can have authorization on change orders of up to \$50,000 conditioned upon the fact that a report come back to you at the next following meeting explaining why such change was necessary. I've included that in as well as part of your standard operating procedures. I say this to you before we proceed because I want to make sure everyone is clear in terms of the ground rules that we will be working by and I want to make sure everyone's comfortable with that. I want to be clear those changes that I just discussed, those changes would be construction changes. Any design related changes that would be necessary have always come back to this full body for approval.

#### Alderman Dowd

Just a couple of things in that regard. I have that authority for the Joint Special School Building Committee. It's only used to prevent additional expenses like if you slow down the contractors because something needs to be approved, you can't wait a month for that approval because you'll lose the contractor. They'll go somewhere else plus it'll cost more for the project. So it's taken very seriously before that approval is granted.

The other thing is that PCOs which is prospective change orders, any change the design would come back to this Committee for approval. So design changes as far as additions or even deletions which we have occasionally must come back to this Committee for approval.

#### Chairman O'Brien

I just have one thing to add. For those thinking that want to get on to the working group, I'm pretty sure it's going to mirror what we did with the Board of Public Works building. So just so that you understand, these will probably be on site meetings with the contractor. Not here in the chamber but it would be on site so he can make the presentation and it's basically the things - we'll get to see the Police Chief kind of make the decision between color swats on which color the bathroom should be. Should be enjoyable to watch that but anyways, it's going to be a little bit technical like that. So like what do you anticipate twice a month or something like that? So they're very important to be there and to come up. It's not really a written report but a verbal report. It gets rehashed again and I think as we go on, the contractor will start showing up to these particular meetings. So the dual board will be able to ask the contractor. He'll make the presentation and you're able to ask him at that particular time some of the questions that are going on with the construction. So just so they understand what we're asking with the small working group.

#### Tim Cummings, Administrative Services Director

So with that being said Mr. Chairman, I'm making a recommendation that the Chair and Vice-Chair of Infrastructure - that will be Alderman O'Brien and Alderman Dowd - and then the Chair of the Police Commissioners which I believe is Chairman Tollner be appointed as the as the working group members.

#### Commission James Tollner

If there was another member of the Infrastructure Committee that wanted to join would that be an issue or anything like that or no?

#### Chairman O'Brien

All meetings are open to all the committee members. What are you talking about the small working group meetings?

#### Commissioner James Tollner

Right.

Chairman O'Brien

These are more basically nuts and bolts I think and I think for to have the whole board there the reason not – it's I wouldn't say tedious because it's very important.

Tim Cummings, Administrative Services Director

If I may Mr. Chairman. So whether it's another Infrastructure Committee member or another member of the Police Commissioners can't be more than four.

Commissioner James Tollner

It's can't be four?

Tim Cummings, Administrative Services Director

Yeah, this body of eight can't trigger...

Commissioner James Tollner

Yeah, I know it couldn't be another Police Commissioner because then we have a quorum.

Tim Cummings, Administrative Services Director

Correct.

Chairman O'Brien

Right.

Commissioner James Tollner

So as much as they would want to be on it.

Chairman O'Brien

Okay. All right. So we have people in nomination is that what you're seeking now?

Tim Cummings, Administrative Services Director

Yeah, I provided a recommendation and I would ask for a motion.

Chairman O'Brien

Okay there's recommendation with the names of Chairman Michael O'Brien and then also the Vice-Chairman of the Committee of Infrastructure Richard Dowd, Commissioner Tollner.

**MOTION BY ALDERMAN O'BRIEN TO APPROVE CHAIRMAN MICHAEL O'BRIEN, VICE-CHAIRMAN RICHARD A. DOWD, AND COMMISSIONER JAMES TOLLNER AS THE WORKING GROUP MEMBERS**

**MOTION CARRIED**

Tim Cummings, Administrative Services Director

So the last bit of it is just some housekeeping. First, I'd ask that you officially adopt these rules of what I'm calling as rules of operations for this joint committee. It's as I described in your meeting packet. It is just the governance that would empower the Chair in particular to make some decisions.

**MOTION BY COMMISSIONER TOLLNER TO ADOPT THE RULES OF OPERATION FOR THE JOINT COMMITTEE OF POLICE COMMISSIONERS AND COMMITTEE ON INFRASTRUCTURE**

**MOTION CARRIED**

Tim Cummings, Administrative Services Director

And then finally Mr. Chairman just some administrative matters. I'm hoping that this body will indulge me for a moment. So I'm hoping that this joint meeting can come together before the Committee on infrastructure once a month around this 6pm timeframe. We try to keep these meetings to about an hour but it would be here in the aldermanic chamber. These full board meetings are subject to RSA 91A and subject to the Right to Know Law so notice will be provided. Minutes - as of right now unless I hear otherwise, the minutes although technically not required to be verbatim can be so long as we do it in the chamber kept verbatim and that's how I'll proceed

Working group type sessions, there should be no expectation that those minutes would be "verbatim". They would be more along the lines of memorializing different things that occurred during the meeting just from a really a construction managers perspective.

Staffing. I will be the official staff to the committee though I will be doing it with the Police Department in tandem. Captain Kenney is here. Captain there may be a change. Do you want to speak a little bit about that?

Captain Brian Kenney

As far as the personnel at the Police Department?

Tim Cummings, Administrative Services Director

Possibly going forward just so the joint committee won't be getting together again probably until the end of January.

Captain Brian Kenney

I would suspect I'll be on the project through the New Year. I have to hear back from the Chief on whether he's going to have myself and Captain Bolton working on it or perhaps another Captain chiming in on it but there will be some consistency. I just can't speak definitively whether I'll be on the project long term or not.

Tim Cummings, Administrative Services Director

You will have me and I'll be here so I'll be a staple throughout this endeavor. All of what I'm talking about is conditioned upon an approval of a bond authorization that we're working towards as though we will and so, you know, you can anticipate these meetings happening monthly as we move forward.

I believe I have covered all my administrative business Mr. Chairman. So I believe there's no other business at hand. Unless there's other comments or whatnot that the joint body has you'd be in good stead to conclude the meeting.

Chairman O'Brien

Any additional comments. Yes.

Commissioner Gwen Krailo

I just want to make one thing clear. Are we going to meet on Wednesdays or is that set in concrete?

Tim Cummings, Administrative Services Director

I believe the standard meeting for the Committee on Infrastructure is Wednesday nights at 6pm. I believe the fourth Wednesday is typically.

Commissioner Gwen Krailo

Okay. That helps to know that. I will do my best. I am not going to be able to make every fourth Wednesday.

Chairman O'Brien

Yeah well as much as you can. We realized we all have a life. Also to members of the public and to the Police Commissioner if you went to the municipal calendar of meetings, it is posted of when all aldermanic meetings, and committee meetings, and stuff like that. Basically, it is posted online so hopefully you should be able to get access to that. We can see through Director Cummings maybe we can have a reach out just FYI, maybe we can work on that particularly in the beginning. Once we get started, I think everybody will get mostly used to it.

Alderman Dowd

Yeah this probably doesn't need to be said that Director Cummings when the contract is ready is presented from the architect and the construction manager, they do have to be reviewed by Legal.

Tim Cummings, Administrative Services Director

Actually, thank you Mr. Chairman. I actually forgot about this so I appreciate Alderman Dowd bringing this up. In your packet, you actually do have a proposal. If the body is so inclined to move forward with a recommendation, I'd ask actually for an official vote on the architect's contract in particular. To answer Alderman Dowd's question, we will be using the city standard professional services contract that's already been vetted. So this would be just attached to it but it would be good if we could get the architect going on this project for what is outlined to be \$99,131 though that does not have a contingency to it so I'm asking for a 10% contingency to be added to this. So just to make the numbers simple, I would ask for a recommendation of \$113,000 when you include your expenses for design of this training facility.

Alderman Dowd

Before we can authorize hiring a contract and obligating money, we have to have that money. Where's the money coming from? Is it coming from a prospective bond and so, it has to be approved first. You might want to ask the Treasurer.

Tim Cummings, Administrative Services Director

If I may, Mr. Chairman.

Chairman O'Brien

Yes, you may.

Tim Cummings, Administrative Services Director

Thank you. Alderman Dowd before you got here this evening, I had covered that these monies would be coming from the Building Trust Fund. We had escrowed the money so we are in good stead.

Alderman Dowd

Okay all set.

Commissioner James Tollner

Just one question on the 113 or whatever it is. So it would be not to exceed?

Tim Cummings, Administrative Services Director

Correct.

Commissioner James Tollner

Okay, fine. I just wanted to make sure.

Chairman O'Brien

Further questions. Commissioner Tollner do I have a motion to approve for \$113,000 to get us started?

Commissioner James Tollner

Any cents on that? Any 63 cents or anything like that?

Chairman O'Brien

You could add a penny if you wish.

**MOTION BY COMMISSIONER TOLLNER TO APPROVE THE ARCHITECTS CONTRACT IN AN AMOUNT NOT TO EXCEED \$113,000 AND THE MONIES WILL BE FROM THE BUILDING TRUST FUND  
MOTION CARRIED**

Tim Cummings, Administrative Services Director

Thank you, Mr. Chairman. There's one other proposal that's, again, would use the city standard professional services contract. This is for an owner's project manager. The source of funds, again, would be the City's Building Trust Fund. We had escrowed this funding. This would be a consultant to work hand in glove with us to bring the project forward and that's for \$24,898. I'd ask for your approval of that so we can move this along as well.

**MOTION BY ALDERMAN DOWD TO APPROVE AN OWNER'S PROJECT MANAGER IN THE AMOUNT OF \$24,898.45. FUNDING WILL BE THROUGH THE BUILDING TRUST FUND.**

ON THE QUESTION

Alderman Jette

Just for clarification, so when Alderman Dowd said that this should go to Legal to be approved, you're saying that we're using some standard form and we're attaching this. Legal doesn't need to see what we're attaching to it?

Tim Cummings, Administrative Services Director

No.

Alderman Jette

And they wouldn't want to?

Tim Cummings, Administrative Services Director

No. Standard practice is Alderman Jette if I may, Mr. Chairman, is that we attach exhibits always to the standard contract and they don't typically - unless we ask but want, but this is pretty standard. It just gets into the hours and rates.

Alderman Jette

Okay. Thank you.

Alderman Dowd

That contract has already been reviewed by Legal. We've used it occasionally and it's been thoroughly, thoroughly vetted by Legal.

Alderman Jette

Okay. If I could respond. I understand that the standard contract has been reviewed extensively but what we're adding to it to my knowledge has not done and I was just wondering if it needed to be and I'm being told no.

Alderman Dowd

I don't believe so.

Chairman O'Brien

Okay, we have a pending motion before us by Alderman Dowd to approve the costs of \$24,898.45. Any further discussion on the motion? Seeing none.

**MOTION CARRIED**

Tim Cummings, Administrative Services Director

Thank you, Mr. Chairman and just to kind of circle back on one outstanding item just to close the loop on it. If it's the desire of this body, I believe Captain Kenney and I can speak to the design team and start to understand what it would look like to get a quote for a studying of the MEP systems as I believe I heard that that is of interest to the Committee. I don't need a per se a motion to direct us to do that but I wanted to just make sure that that was on the record that we were going to look to do that. If there's any major concern or angst around that, please let me know. I heard the comments tonight and so we'd be happy to get some more additional information on that.

Chairman O'Brien

Okay. Any other further comments by members of the Committee?

Commissioner James Tollner

Yeah, a copy of this will echo to the full Board of Aldermen. I mean they're aware of that we're going to be working on this project and if somewhat familiar with it. I just want to make sure that as we move along and it comes time for a vote that we're not bringing them from point A to point Z and a meeting or two.

Tim Cummings, Administrative Services Director

Mr. Chairman if I may. I'd be happy to the first couple of PowerPoint slides of this packet put as a separate communication to the Board of Aldermen to give them a high-level overview of what we've started to work on.

Commissioner James Tollner

Yeah, I think that might be good idea for them.

Chairman O'Brien

And we'll look forward to that. Additional comments?

ADJOURNMENT

**MOTION BY ALDERMAN DOWD TO ADJOURN  
MOTION CARRIED**

The meeting was declared closed at 6:48 p.m.

Tim Cummings, Administrative Services Director  
Committee Clerk