Town of Tilton  
**Police Building Study Committee Meeting**  
**July 22, 2019**  
Tilton Town Hall

**APPROVED MINUTES**

Present: Kevin LaChapelle, Eric Pyra, Jason Wright, Ken Dame, Selectman Pat Consentino  

Guests: Gary Goudreau, Ryan Martin, Nate Buffington  

Chairman LaChapelle called the meeting to order at 5:08 p.m. Welcomed Gary Goudreau, the architect for the Police Station.

The Committee reviewed the minutes of July 2. Selectman Consentino made a motion to approve the minutes, seconded by Eric Pyra, the motion passed.

Chuck Drew and Tom Damon came in at approximately 5:15 p.m.

There was a brief discussion clarifying some terms relative to responsibilities. The Construction Manager will bid the sub-trades competitively and collect sub-bids for review w/the owner for input as to which gets hired; they need to be within qualified maximum bid--there can be some changes among various sub-bids, as long as the bottom line stays the same. The Construction Manager works for the Selectmen. The subcontractors report to Construction Manager who will hold all subcontracts, and the Town (Selectmen) contracts with the Construction Manager. Within the structure of Construction Management, there will be a full time job site superintendent, 40 hours a week, and maybe some Saturdays, and a Project Manager (who works for the Construction Manager) who will go out periodically to the job site.

Kevin asked Gary Goudreau to make flow chart for easy understanding of the structure.

Kevin advised the Committee that the RFQ/Ps have gone out to four companies with a deadline of August 5.

Kevin asked Selectman Consentino about the process in selecting the winning bidder. Selectman Consentino advised that she is only one Selectman and cannot speak for the Board, it has to be a decision made by the entire board. It was suggested that a subcommittee be formed made up of the Committee Chair, a representative from the Police Department, Gary Goudreau, Tim Pearson, and Jeanie Forrester to review the proposals when they come in on August 5th. Jason Wright suggested that all the companies make a presentation to the Selectmen for their consideration and selection of the Construction Manager. Selectman Consentino made a motion, seconded by Chuck Drew that this subcommittee be formed for the purposes of reviewing the proposals and recommend that to the Selectmen.
motion carried with Jason Wright opposed. It was agreed that Jeanie will propose to the Selectmen this Thursday evening two options, the first being the idea of the subcommittee reviewing the proposals and making a recommendation to the Selectmen on August 8 and the second option being having all companies each do a 15-minute presentation to the Selectmen on August 8.

There was a review and discussion on the list of questions presented by Gary Goudreau. Gary was looking for feedback on the use of the attic space, which would guide how it would/should be built. He provided information on pre-engineered trusses and talked about code, occupant load, need for an elevator depending on use, egress and ingress and costs. It was noted that loading requirement is higher for storage than for use as office space in the upper floor/attic space. It was agreed Gary would meet with Nate Buffington and Ryan Martin on layout this week.

There was a discussion about the construction of the exterior walls, concrete block versus metal studs or insulated concrete form (which may not be structurally adequate). Once the Construction Manager is on board, he can advise as to the costs of the three different options. Gary noted that the contractor pool for ICF will be smaller than for the more standard concrete block or metal stud building options. Exterior walls need to be two-hour rated. Chuck Drew mentioned his concern about getting cell service in the building and how construction may affect that. There was a brief discussion about using repeaters for cell service, to use technology to solve the problem.

There was a discussion about number of dispatch stations (3) and configuration of dispatch area -- moving one of the dispatch stations to EOC will open up availability for grant funds. It was noted that civilian lockers will be located in the dispatch area. Also discussed was configuration of evidence lockers, weapons lockers, and decon room/overhead wash.

Gary asked about the size of the communication tower. It was noted that the grants people recommended an 80 foot tower. It is important to know what the size will be because it will require a sizeable footprint, and we need to find the space for that.

Committee agreed that there needs to be some public input meetings scheduled on the calendar, possibly the 3rd week of September for the first public meeting. The Construction Manager should be on board by then and should be available for this.

Discussion about having a meeting as soon as next week to get buy in from the community and possibly doing some short video infomercials as the process goes along. Important to get input and feedback before plans are set.

Kevin mentioned using stone for the lawn for less maintenance. Other facilities had never planned for maintenance and added costs.
The next meeting is scheduled for August 12.

Selectman Consentino made a motion to adjourn at 7:20 p.m., seconded by Jason Wright, the motion passed.

Respectfully submitted,
Jeanie Forrester

PBSC minutes 7.22, approved 8.12.19