

# Police Station Building Committee

The Building Committee reviews the progress of the project each month, and/or as scheduled, and confirms a report from the Owners Project Manager or Construction Manager from said meetings. The Building Committee shall also schedule its own meetings convening once a month, or accelerated as applicable, as the project enters the building stage. The Building Committee will update the Town Council accordingly throughout the process as well as meet with the Municipal Buildings Advisory Committee as it pertains to their schedule. Items associated with official signatory requirements will be forwarded to and discussed with the designated signatory.

## BACKGROUND

On March 12, 2024, the residents of Salem overwhelmingly (78.2%) voted in favor of constructing a new Police Station via Article 8 with a project value of \$38.6 million dollars. The project was a culmination of two years of work and analysis by the Municipal Buildings Advisory Committee which made the official recommendation to the Board of Selectmen in April of 2023 which resulted in appropriating monies to fund the preliminary design including utilizing the existing location of 9 Veterans Memorial Parkway as the best location. In June of 2023, the Town Council formerly committed to the construction of a new Police Station.

The Town previously procured the professional services of Trident as the Owners Project Manager, RFQ 2021-011, to help guide numerous facility related projects. In May of 2023, the Galante Architecture Studio (TGAS) was selected as the architect for the Police State Project via RFQ 2022-046. Finally in September of 2023, Harvey Construction was selected through an invite only RFQ as the Construction Manager.

Relocation of Police operations was required by the project and Trident performed an analysis of local real estate options including upfitting costs thereof. The DPW building had previously gone through a feasibility study and was examined as a potential opportunity for a temporary location for Police during the transition period. After performing a cost benefit analysis. It was determined that renovating the DPW facility as guided by the feasibility study would be the most advantageous of all considerations for the overall objective of the project. The two projects will be under the purview of this committee until both facilities are complete and occupied by late 2026 or early 2027. This committee will be dissolved at that time.

## CHARGE by BOS – April 1. 2024

Move that the Town Council hereby designates a Building Committee to be assembled as presented and which will be the stewards of oversight for the Police Station Project including all work associated with the funds as approved by Article 8 of the 2024 Town Meeting, and further authorizes the Interim Town Manager, Town Manager, or designee, or as appointed by the Town Council, to sign and effectuate all documents thereof that pertain to said funds of project.

## OBJECTIVES

1. Track progress of construction to maintain appropriate schedule.
2. Track expenditures to maintain appropriate Budget
3. Ensure all communication with Town Council and the public as necessary.
4. Review and analyze any prospective changes of significance and make recommendations to the Town Council for resolution as necessary.

## MEMBERS

The Police Station Building Committee will be as follows.

Voting Members:

- Police Chief
- Town Manager
- Town Council Representative
- Finance Director
- Municipal Services Director

Non-voting members:

- Owners Project Manager – Trident
- Construction Manager – Harvey Construction

Voting members will appoint an alternate member to sit in for meetings they cannot attend but they will not vote unless a quorum is needed. Critical votes will only be taken by the appointed members. The Town Manager shall mediate any internal issues that may arise within including adding/removing alternate members, resolving conflicts of interest, developing agendas, and any other item that could go before the Town Council requiring a recommendation. The Town Council may add members to the committee according to the specifics of the project or as necessary for public outreach and participation.

## MEETING TIMES

The Committee will meet immediately upon recognition by the Town Council with weekly meetings scheduled as applicable or necessary. Materials will be distributed at the first meeting and in advance of subsequent meetings as soon as possible for review before setting agendas. Members are expected to come prepared to ensure meeting priorities and outcomes.

## ROLES AND RESPONSIBILITIES

The mission will be best achieved by collaboration among the members characterized by mutual suggestions and open communication. Members are expected to serve as advocates for the charge, and as such, could include, but are not limited to attending public meetings speaking respectfully on any recommendation that shall be made. Members should ask questions and seek clarification to ensure they fully understand cumulative interests, concerns, and objectives. Deliberation and debate should be constructive and courteous with every effort made to reach consensus. Recommendations put forth shall be those which the members concur through comprehensive discussion and are accountable for the charge put forth by the Town Council. Meetings may be recorded for proper minute taking measures by a designated individual.