

**MUNICIPAL BUILDING COMMITTEE**  
*POLICE STATION PROJECT*  
**MEETING MINUTES**  
**6:00PM THURSDAY, DECEMBER 18, 2014**  
**YORK LIBRARY**

**Present:** Charley Steedman, Jim Towle, Patrick Garon, Wayne Martin, William Masterson, Dick Bachelder, and Stephen Kosacz.

**Other Present:** Town Manager Stephen H. Burns, Director of Public Works Dean Lessard, Police Chief Doug Bracy, Board of Selectmen Vice-Chairman Robert E. Palmer, Jr.

**Call to Order**

Town Manager Stephen H. Burns called the first meeting of the Municipal Building Committee to order at 7:00PM.

**A. Introductions**

Everyone at the table took a minute to introduce themselves and explain their backgrounds. Stephen H. Burns: Town Manager; Dean Lessard: Director of Public Works; Charley Steedman: Budget Committee Representative; Jim Towle: Retail/Construction Management; Patrick Garon: Program Manager for development projects for a financial services firm; Wayne Martin: Mechanical Engineering Degree, Field Engineer and was also on the Building Committee for the High School Music Wing; Douglas Bracy: Police Chief; William Masterson: 45 years of experience doing construction administration in an architectural office; Dick Bachelder: Government relations/regulations at a septic system manufacturing company; Stephen Kosacz: Serves on the town's Energy Efficiency Committee, experience in the energy sector and energy conservation; Robert E. Palmer Jr.: Vice-Chairman of the Board of Selectmen.

The Board decided to wait until after some discussion amongst the committee to nominate Chair and Vice-Chair.

**B. Committee Charge**

Mr. Burns explained that the Committee is an ad hoc committee created by and answerable to the Board of Selectmen and that it shall operate until the

completion of the new Police Station Project, or until terminated by vote of the Board of Selectmen.

Mr. Burns also explained the scope of the committee's responsibilities as advising the Board of Selectmen (the decision making body) with respect to completion of two construction projects, the Police Station Project and the Connector Road Project, also with respect to related matters required to complete these two projects. Further, the Committee shall supervise construction of the Police Station as required by the Town of York home Rule Charter. The project goal is to complete the Police Station Project and Connector Road projects successfully, within approved budgets, in a manner that results in full compliance with all applicable laws

The "Duties" listed in the Charge are as follows:

1. Become familiar with the plans, permits, approvals and past violations associated with this project.
2. Develop an understanding of the project budgets and project costs
3. Advise the Board of Selectmen through the process of getting the projects under contract, and as necessary, recommend to the board of selectmen modifications necessary to complete the projects within the limits of approved budgets.
4. Serve as the Town's liaison with the design consultants.
5. Solicit any decisions of the Board necessary to successfully complete projects. As a minimum, the Board of Selectmen shall be required to approve in advance:
  - a. Submittal of an application for a building permit for the Police Station and accessory buildings
  - b. Submittal of an application for a building permit for the Police Station Communications Tower, and for any subsequent telecommunications co-locations on this tower.
  - c. Submittal to any local, state or federal entity for a permit or approval, or modification on a permit or approval.
6. Implement the decisions of the Board of Selectmen with regard to these projects
7. Supervise the Clerk of the Works with regard to construction of the Police Station buildings and site.
8. Supervise the person or firm that monitors construction of the Connector Road
9. At least once a month, report to the Board of Selectmen about the physical and budget status of each project.

### **C. Meetings Moving Forward**

With space limited for 7:00PM TV time in the upcoming "budget season", the committee will chose its next meeting when the room is available and works for everyone's schedule.

**D. Information**

1. Plan Sets
2. Cost Estimate

All of the committee members were provided with the Planning Board approved plans and Cost Estimates from Preferred Construction Management for both projects.

**Adjourn**

The meeting adjourned at 6:57PM.

Respectfully Submitted,

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Melissa M. Avery, Assistant to the Town Manager