



**Town of Plaistow  
Public Safety Complex  
Building Committee**  
27 Elm Street, Plaistow, NH 03865



**PUBLIC SAFETY COMPLEX BUILDING COMMITTEE MINUTES**

**MEETING DATE:** Friday, February 28, 2014 @ 9:30 a.m.

**PRESENT:** Chief Stephen Savage, *Chairman*; Chief John McArdle, *Vice-Chairman*; Sean Fitzgerald, *Town Manager*; Michael Dorman, *Building Inspector*; William Query, *Citizens Representative*; and Lt. William Baldwin, *Emergency Management*

**EXCUSED:** Dan Poliquin, *Selectmen Representative* and Dennis Heffernan, *Budget Committee Representative*

**ABSENT:** None.

**MEETING CALLED TO ORDER:** 9:35 a.m.

**PUBLIC COMMENT:** No public present.

**MINUTES:** Motion by Chief McArdle to accept the January 17, 2014 minutes, seconded by M. Dorman. All in favor but Lt. Baldwin who abstained. – Minutes Approved.

**AGENDA:**

**New Business:** Discuss the recent tours to the Swampscott and Somersworth Police Departments

Chief Savage provided everyone copies of the photos from the tours of the Swampscott and Somersworth police departments and spoke about the differences between their facilities. S. Fitzgerald comments about how the tours provided the Committee an opportunity to speak with each department's employees regarding building a Safety Complex.

Chief Savage mentions how he's approached the Sergeants to consider having one member of rank and file to join the Committee. Chief McArdle agrees and suggests adding an additional rank and file when it gets closer to the building stage since it will be important to have their involvement. S. Fitzgerald also suggests inviting a fire department member to join the Committee.

S. Fitzgerald states how the Committee should keep in mind when meeting with the architect firms that the firms should also meet with the police and fire departments.

Chief Savage briefly mentions the Request for Qualifications, which will be going out shortly to architect firms. Explains that the RFQ is only for this first phase but does mention in it that the firm could be considered for the construction phase as well.

S. Fitzgerald explains that the architect firms will be making presentations to the Town and how it is important the firm is a good fit with the Town and also works well with the Town. Briefly mentions the current outdated documents on file.

Chief Savage mentions that the RFQ is mostly for the stand-alone police station but at some point there will be a need to include the fire department since the bond will include the renovation to the current police department's facility for the fire department to acquire. W. Query agrees. Chief McArdle mentions that the fire department is included in the RFQ with regards to the renovations.

S. Fitzgerald comments about the preliminary discussions that will need to take place. W. Query explains the importance to get more people involved, which will help get more support. Explains how this project is for reorganizing the Safety Complex and not just for building a police station and the more people involved will also help the Committee hear any opposition. States the need to show how the Town is making the Safety Complex more efficient for the operations of police, fire and emergency management.

S. Fitzgerald comments about the importance of bringing in the architect firms and making sure the \$25,000 is spent strategically and the Town only gets what is currently needed. Chief Savage agrees and speaks about the outdated documents, which are ten years old and have diminished in value.

M. Dorman suggests adding in the title of the RFQ, "rehabilitation of fire department". Chief McArdle disagrees as it's already mentioned in the RFQ. S. Fitzgerald agrees with Chief McArdle.

S. Fitzgerald stresses the importance of how the \$25,000 is spent and over the next year the importance to get out to the public in order to gain support for a 2015 Warrant Article.

M. Dorman speaks about paragraph four where it mentions HKT's report and comments how there is no reference of the report prior to the paragraph. S. Fitzgerald explains how it's actually the firm the Town hires that will be providing a report.

Chief Savage reiterates how the project is not only for the stand-alone police department, but it's also for upgrading deficiencies in the current facility and the Town's responsibility to correct the deficiencies.

Chief Savage explains that the RFQ will go out soon and the Committee will meet to review all the responses from the RFQ. Chief McArdle speaks about the advantages the Town has for this project from neighboring communities that have gone through this process already. Chief Savage mentions how the local firms will understand what it's like to go through this process in this region and the difficulty to get it approved by the voters.

S. Fitzgerald quickly mentions that he'd like to see the short list of architect firms provide presentations to the Town.

**Old Business:** Continue discussion of bonding of facility and time tables.

No discussion of old business.

**Adjournment:** Chief McArdle motions to adjourn, seconded by M. Dorman. All in favor-none opposed. Meeting adjourned at 10:15 am.

NEXT MEETING DATE – To be determined.

Respectfully submitted,  
Sarah E. Gibbs  
Recording Secretary