

**Town of Auburn
Town Storage Building Advisory Committee
July 12, 2017**

Committee Members Present: James Headd, Richard Eaton and Dale Phillips, Selectmen; Carrie Rouleau-Cote, Building Inspector; Det. Sergeant Charles Chabot, Thomas Lacroix and Alan Villeneuve.

Also Present: Town Administrator William Herman

Mr. Headd called the meeting to order at 7:02 PM.

Selectmen's Charge to Committee:

Mr. Headd reported the Town has three storage issues in need of addressing, and the Selectmen are looking for the committee to assist in determining the best course of action, and help to develop a proposal to go before the voters in March 2018. He indicated the needs include garage space and storage for the Police Department; storage space and a small workshop for the Parks & Recreation Commission, and some smaller storage space for the Town Hall mainly for voting equipment. He indicated the Selectmen were looking for the biggest bang for the buck in this area.

Mrs. Rouleau-Cote asked if the purpose of the facility is for storage only or are there intentions for there to be occupied portions of the building? She noted a storage building is one level of construction, while an occupied facility is a different level of commercial construction that would be more costly. Mr. Headd felt the Selectmen would welcome the input from the Committee on this as they move forward.

General Discussion:

Mr. Villeneuve indicated he saw different needs from the three identified areas. He felt the historical information shows the needs of the Police Department are more than storage, although storage may be the most immediate need. He said the Town Hall needs are clearly storage and fairly easy to address. And the Parks & Recreation Commission needs storage space and possibly a small workshop. He indicated it may not make sense to mix different needs (i.e. – storage and occupied space) in one facility.

Mr. Eaton indicated Parks & Recreation clearly needs workshop and maintenance space for work efforts, primarily in the winter months as they prepare picnic tables and other equipment for the spring, summer and fall use. Mr. Villeneuve suggested there are better ways to address the maintenance of picnic tables, and noted such a work

space in this type of building would require special ventilation systems that would increase the cost of the project.

Mrs. Rouleau-Cote suggested it might be a good idea if they took the time for each Committee member to offer what their initial thoughts are to see what ideas and perceptions the individuals have.

Mr. Lacroix felt the needs for the Police Department, Parks & Recreation and Town Hall need to be addressed. He noted the Police Department had submitted their needs and information to the Planning Board for the Capital Improvement Plan, but the other two units had not. Mr. Herman noted the approximate \$240,000 figure in the CIP for the Storage Garage listed under the Police Department was for a facility for all three entities being discussed. Mr. Lacroix felt the process should continue and the identified needs in the Capital Improvement Plan should be brought forward.

Mrs. Rouleau-Cote felt the needs identified are storage in nature and appropriate. She indicated if the ultimate proposal went beyond storage to include occupied space, then the appropriate building codes and requirements will have to be followed and the project costs will increase. She noted if the occupied space included areas on the second floor, then the codes would require an elevator or lift which she felt will likely significantly raise the costs. She felt the true needs for storage should be identified; an allocation of space be determined; and then the planning and costs developed for space that is needed.

Sergeant Chabot indicated the main interest of the Police Department is to eliminate the need for the two storage trailers currently used for record and equipment storage, coupled with addressing facility items recommended in the MRI review of the department. He indicated this would mainly be storage space for a records archive, speed trailer, ATV, motorcycle, and large items of evidence. He noted should the Animal Control Officer change in the future, having the ability to potentially have a dog kennel would be helpful, in addition to being able to get police vehicles out of the weather. He felt the building space could certainly be shared with other Town departments, but due to the nature of records and the need to maintain a chain of custody for evidence, there would need to be a clear division and security of the police portion of the building and everyone else.

Mrs. Phillips indicated she was perhaps now looking at things differently. She felt the need for a garage / storage facility for the Police Department has clearly been identified, but there shouldn't be occupied space like locker rooms, bathrooms, meeting room space, etc. She felt a separate, smaller building could be provided to the Parks & Recreation Commission at the Eddows Recreational Fields property and not co-mingled with the other departments. And the Town Hall could establish a 10' x 12' storage shed at the end of the parking lot at the Town Hall for the storage of the election equipment. She indicated the Board of Selectmen were holding the \$144,000 in proceeds from the sale of the former Fire Station that could be applied to this undertaking. She also noted

the Board is looking at selling some property the Town has received through Tax Collector deeds to potentially generate additional income for this project.

Mr. Eaton reported he had taken the liberty of having some basic plans drawn up at his expense so people could see the concept he has for a combined facility at the Safety Complex property. He noted he believed it would be good to get the police department vehicles under cover from both winter cold and summer heat. While he also felt the Parks & Recreation needed space to performance work year round. His plan is for a two-story wood-framed building that is 36' x 72'. He was looking at having the building on a slab and that it be in the same style and color as the Safety Complex. The plan showed a gable one side of the building, and he recommended heavily insulating the building. The design provided approximately two-thirds of the new space for the Police Department and the remaining one-third for the Town and the Parks & Recreation. Mr. Eaton noted the 4,600 square foot facility would include three bays for the Police Department, and two bays for the Parks & Recreation. He indicated it was intended to be able to put two cruisers in each bay. He also felt it was important to include bathrooms, heat and similar features to potentially have occupied space in the future. He also said this is fairly simple construction and felt the Town could do it themselves to save money and not put the project out to bid.

Mr. Headd noted he felt the need for storage space for Parks & Recreation was important, as is the workshop area. He felt in the not-too-distant future, Parks & Recreation will eventually take on its own equipment and will take over the lawn maintenance work for the Town instead of contracting the work out,. He also felt there would need to be security cameras and systems installed in the new building for all entities.

Mr. Villeneuve indicated he saw the Police Department needs as having two prongs – the need for storage and the fact they have outgrown their current office space. He was not big on having a large enough space to garage all of the police cruisers, and he did not believe bathrooms were necessary for this building. He would rather look at an addition to the Safety Complex for some of those items. For Parks & Recreation, he was nervous about plans for acquiring equipment and maintaining Town property. He doesn't believe the Town can do the worker cheaper with equipment and employees than the current contractor process. He was also concerned about a workshop space if the intent is to paint picnic tables. He felt that activity raises a whole additional set of issues and costs for a commercial building in terms of a ventilation system. He also noted that should a school building project be passed in 2018, there is the potential of one of the current portable classrooms from the Auburn Village School being made available for Parks & Recreation that could be placed at the Eddows Field property. He wondered if we knew what the square footage needed are for each of the departments, and possibly what would that look like 20 years from now. He felt any building should meet needs for at least 20 years.

Mr. Eaton felt all of the potentials needed to be looked at and the project needs to get off the ground. He indicated he wouldn't be in favor of moving a modular classroom to the Eddows Field property as he felt it would be treated similar to the old fire house. He

also felt the Town couldn't add a second floor to the current Police Department due to the truss construction and the HVAC system in place in the roof area. He felt the ability to expand the existing facility was limited. Mr. Villeneuve indicated his experience indicated a second floor for the Police Department could be added fairly easily, noting some similar activity occurred in the Town Hall during renovation and the support columns were removed with the installation of support beams.

Mr. Eaton indicated he felt they should ultimately just pick a cost for the project and build to the number. He personally felt \$250,000 was the best estimate for the totality of the project, and the Committee should work to bring the project in for that cost. He reiterated that he felt the Town can build this on their own and not have to contract out to a general contractor. Mrs. Rouleau-Cote and Mr. Villeneuve both indicated with that approach, assistance would have to be contracted to oversee the project. Mr. Villeneuve said the Town had used Stantec to oversee the Town Hall renovations and the construction of the Safety Complex. Mr. Eaton felt the Town should hire someone other than Stantec to oversee the project.

Mrs. Rouleau-Cote noted under the ICC Codes, a commercial building in excess of 4,000 square feet would require a different set of standards and process that would likely increase the overall costs of the project. She also stressed a third party review would be in the best interests of the Town.

In order to move forward, it was agreed the following would occur:

- Mrs. Rouleau-Cote would work from the design prepared for Mr. Eaton and determine the code standards that would need to be met for that space as proposed. She noted she would focus on 5B construction standards for a non-sprinkled building. She said she would work to have the information completed by Thursday, July 20th and distributed to all of the committee members.
- Mr. Eaton, possibly with some assistance from Mr. Villeneuve, would then take the information prepared by Mrs. Rouleau-Cote and develop a cost estimate for the building. This would give the Committee some specific information from which to work at its next meeting.

Next Meeting:

The next meeting was scheduled for Monday, August 14th at 7:00 PM at the Town Hall.

Adjourn:

Mr. Headd thanked the participants and adjourned the meeting at 8:33 PM.