

31 March 2015

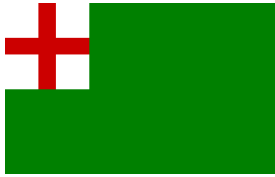
Recommendation to the Board of Selectman Proposed Improvements to Town Facilities

Project: Public Safety Complex
 New combined Police & Fire Station
 Renovations to Town Hall

Newbury Municipal Building Committee

Eric Svahn, Resident Member, Chair
Tracy Blais, Town Administrator
Mike Doyle, Resident Member
Steve Fram, Board Of Health
Damon Jespersen, Board of Selectman, Liaison
Sam Joslin, Building Commissioner/Facilities Manager
John Lucey, Jr., Deputy Chief of Police
Richard Ronder, Resident Member
Martha Taylor, Town Planner
Nate Walker, Fire Chief





31 March 2015

Recommendation to the Board of Selectman

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Town Of Newbury
Municipal Building Committee
Newbury, MA 01951-4799

March 31, 2015

To: Geoffrey Walker, Chairman
Newbury Board of Selectman

SUBJECT: Municipal Building Committee - Facility Solution Recommendation

Dear Selectman Walker,

For the past year, the Municipal Building Committee has been focused on assessing possible solutions for some of the town's facility needs. The MBC appreciates the BOS effort to hold special joint meetings with the Finance Committee, Capital Planning Committee and the Planning Board in order to gain a broad consensus of opinions before making a recommendation.

The MBC has unanimously voted to recommend a project to construct a twenty thousand square foot combined police and fire station adjacent to the town hall on land currently owned by Fire Protection Company No.2, along with some lesser renovations to town hall.

The recommendation is based on the synergy of combining town departments into one building, as well as keeping the police department close to town hall, as this will create efficiencies for both construction and operation costs, that will provide value for current and future generations of Newbury residents.

The MBC is available to meet with any resident or town board/committee to discuss the process and conclusions made to form the recommendation.

Respectfully,

Eric P. Svahn, Chair
Municipal Building Committee

MICHAEL A. REILLY
Chief of Police
25 High Road
Newbury, MA. 01951



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ORI-MA 0052200

Capital Planning Committee, Town of Newbury
25 High Road,
Newbury, MA 01951

October 22, 2014

Honorable Committee Members:

Please accept this letter as a formal request for the Committee to examine the deplorable conditions of the Newbury Police facility and to put a new police facility at the top of the Capital Planning Committee's priority list. Significant facility issues include, but are not limited to:

HEALTH ISSUES:

- Ongoing insect infestation—including ants, spiders, sewer flies, biting flies. Numerous resources have been spent on pest control over the years.
- Ongoing rodent/pest infestation—including mice, rats, snakes.
- Recurring flooding from rainwater as well as septic water from tank and pump failure.
- Mold issues caused by prior flooding.
- Air quality issues from dust and mold.

OPERATIONAL ISSUES:

- Lack of storage for equipment, evidence and supplies. This has led us to lease storage containers (costing approximately \$500 per month). The building is still cramped and frequently items are left in hallways and other areas, creating a cramped environment for the officers.
- Lack of adequate cell block. Currently, the Department has one holding cell that is non-conforming to state standards for lock-up facilities. Our cell fails inspection every year and presents a tremendous liability for the Town. We have no adequate holding facility for juveniles or for female prisoners (our non-conforming female cell is currently out of service as it is being used for storage).
- There is inadequate room for I.T./9-1-1/Phone equipment and records. Our I.T. room is too small and is multi-purposed as a records room as well as a supervisors' locker room. The room is too small to fit all the 9-1-1 equipment and, as such, some 9-1-1 equipment is located in a bathroom adjacent to dispatch. As our Sergeant's office is directly adjacent to this room and there is no door separating the rooms, our sergeants must endure the constant low humming of numerous electrical components while working. Personnel frequently working

on the 9-1-1 equipment, Town Hall I.T. and phone system are constantly in the Sergeant's office & locker room, creating a privacy issue. Personal information is stored in our files, thus necessitating a police officer having to cease patrol procedures to supervise civilians in this sensitive area.

- There are inadequate locker facilities, forcing officers to change in cramped areas. As there are no separate male/female facilities, our officers must schedule when they can be in the locker room for privacy issues.
- There is no private cell block access. This necessitates prisoners being led into the police station via the public front entrance. This is a privacy issue for those taken into custody as well as a safety issue for the public.
- There is no area inside the police facility where members of the public can meet privately with officers. Because there is no insulation between the Town Hall (upstairs) and the police station below, conversations taking place inside the police department are frequently audible to those upstairs.
- Inadequate office space has necessitated the purchase of two construction trailers that house the Newbury Police administration and detective's office. People wishing to speak with an administrator or with the detective must walk around the outside of the building and up to the construction trailers—which have inadequate handicap access.
- Our squad room doubles as our Emergency Operations Center. During emergencies, our officers' squad room is taken over with emergency management functions. This frequently brings numerous civilians into the building. As such, our officers are displaced from their squad room for the duration of the emergency.

OFFICER SAFETY ISSUES:

- The booking room is inadequate to handle violent prisoners. A lack of restraint system forces officers to manually restrain violent prisoners.
- No sally-port forces officers to bring prisoners in through the front entrance of the police station (glass doors) and march them through a hallway and open conference room prior to the booking area. This is a tremendous officer safety issue.
- Inadequate weapon storage facility.
- No adequate building security. The outside access to the dispatch area and the windows to the dispatch area are not secure. The rear entrance to the station is not secure.
- The boiler room doubles as a storage room.
- There are inadequate fire prevention/suppression methods for the building.

The need for a new police facility has been apparent for decades. The current facility is inadequate to suit the needs of a modern, professional police department. The facility is inadequate for the Newbury Police Department to achieve national accreditation (a goal that every law enforcement agency in the nation should strive to achieve). The Newbury Police Department provides many services to the Town of Newbury (police services, harbormaster services, animal control, animal inspection, emergency management, police & fire dispatch

services, dog licensing services and shellfish constable services). Our officers and employees strive to provide excellent services with the resources available. However, our ability to provide the professional services that the Town of Newbury demands and deserves is greatly hampered by our dysfunctional, deplorable facilities.

Our officers' union has yet to file a grievance related to the deplorable conditions in which they are forced to work. I attribute this to the fact that they understand the financial state of the Town and do not wish to create a further burden. I applaud them for their patience and understanding. However the situation is unacceptable and must be rectified. It is only a matter of time before a grievance is filed, or a lawsuit is filed by someone who was injured in a facility that does not meet basic safety and health standards. The Town by having knowledge of these conditions and failing to rectify them is in a tremendous position of liability should this occur.

I would be more than happy to discuss the Newbury Police facility, or to give any member of the Capital Planning Committee a tour of the facility at your request.

Sincerely,

A handwritten signature in dark ink, appearing to be 'MR' with a stylized flourish.

Michael A. Reilly, Chief of Police
Newbury Police Department

Cc:
Tracy Blais, Town Administrator



Town Of Newbury
Office of
Inspectional Services
Newbury, MA 01951-4799
Phone: 978-465-0862 x309
Fax: 978-465-3064

TO: Larry Guay, CPC Chairman
FROM: Sam Joslin, Building Commissioner
DATE: October 16, 2014
SUBJECT: Town Hall/ PD Condition Update

Conditions at the current Town Hall/ Police Department at 25 High Road have reached a point that maintenance is no longer cost effective, space needs are insufficient and code compliance is becoming difficult to impossible to meet without substantial improvements. Current and ongoing issues include but are not limited to:

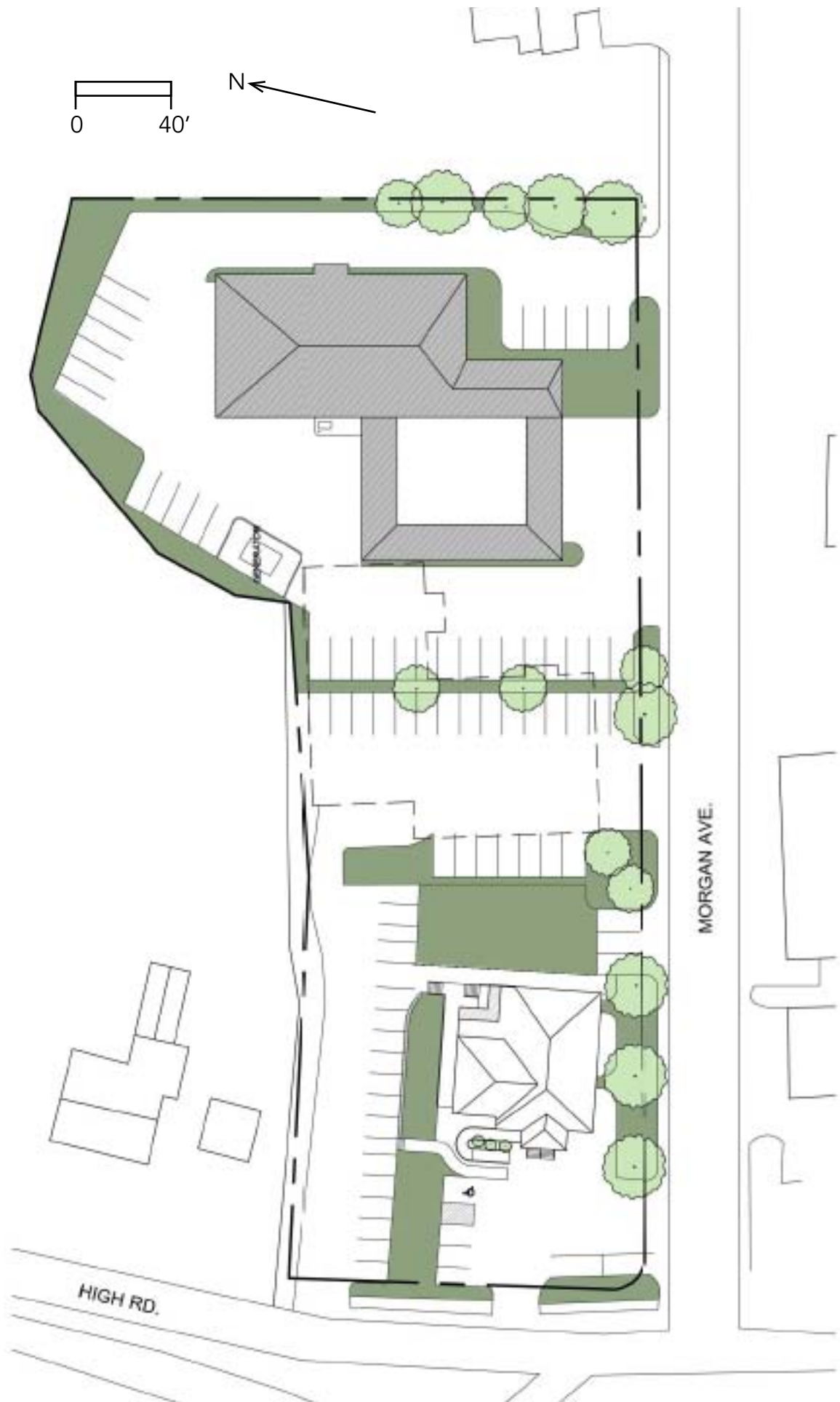
- Improper air quality per M.G.L. c. 111 sec. 5 continues to be an issue
- Recurring flooding by rain water and /or raw sewage (violation of 105 CMR OSHA regulations)
- Rodent and snake issues (violation of 105 CMR and OSHA regulations)
- Pest issues – Small flies land in contaminated sewage and land on officers causing welts where fecal matter is left (violation of 105 CMR and OSHA regulations)
- Lack of storage consistently leads to storage in egress ways or utility rooms creating fire hazards and egress issues (Violation of Chapter 10 of 780 CMR and 527 CMR)
- Lack of ceiling height prevents proper ductwork for heating and cooling systems
- Improper fire separation from first and second floors (violation of Chapter 5 of 780 CMR)
- Non-compliant accessibility issues (violation of 521 CMR)
- Inadequate unisex toilet and locker room facilities (105 CMR and OSHA regulations)
- Overall crowding of all offices leading to multiple trailer purchases and ongoing maintenance and conditioning of the trailers
- Sprinkler system is highly recommended
- Lack of proper document storage (violation of MGL 66)
- Overall disfunction of operations

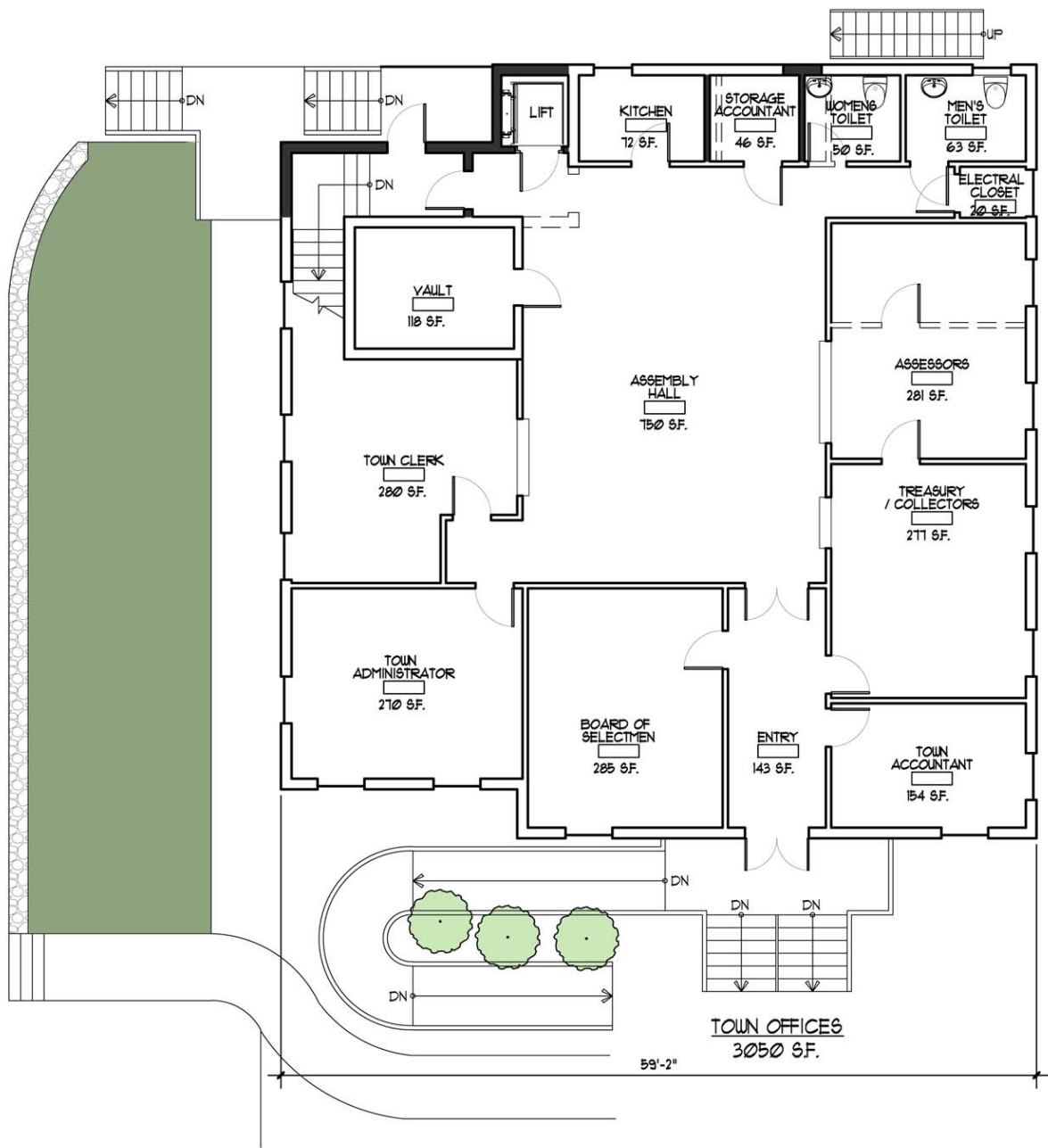
These are just a few of the ongoing issues with the current Town Hall/ Police Department. CSS Architects recently evaluated the structure and listed the conditions as “deplorable” and stated that our facility was one of the worst they have ever encountered.

It is clear immediate action is need before the facility is forced to be closed either by the Building Department, Board of Health, State agency or the Police Union takes action demanding we rectify the unacceptable conditions. I ask the Capital Planning Committee to place this facility at the top of their priority list of capital expenditures to be considered.

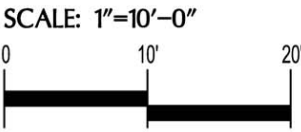
Respectfully,

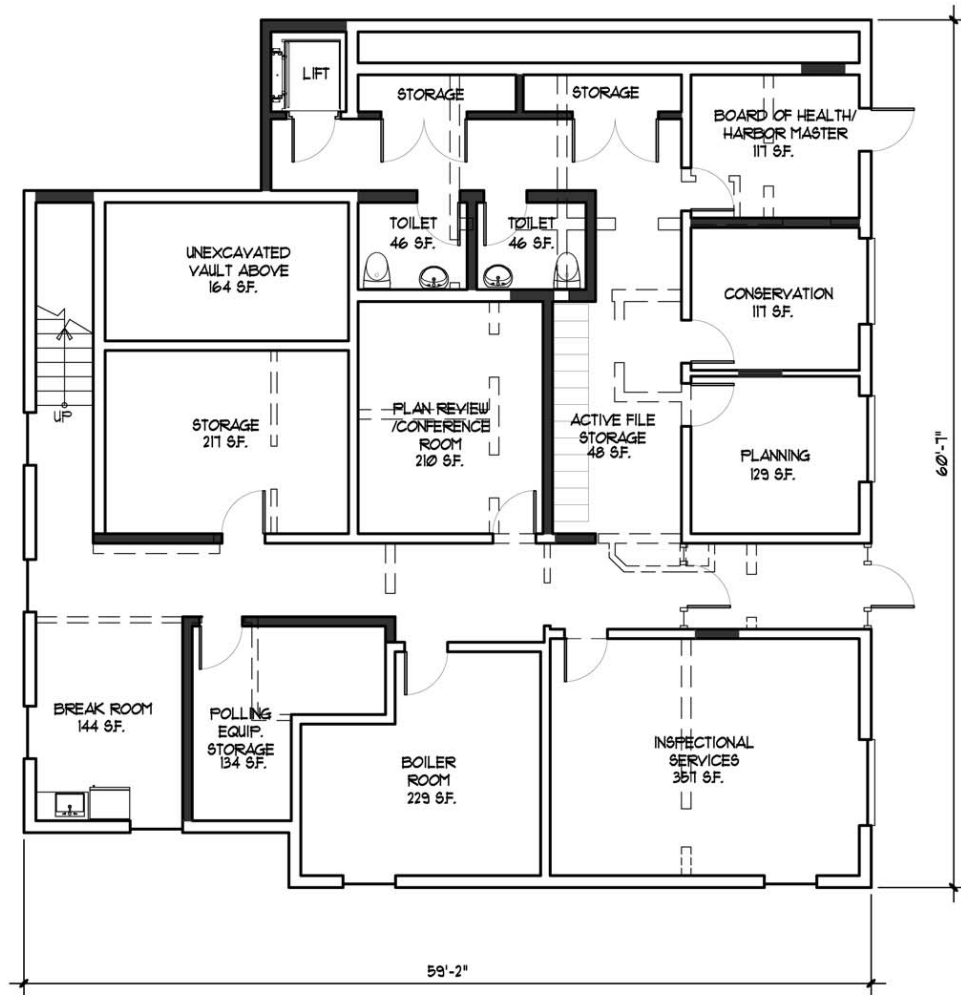
Sam Joslin
Newbury Building Commissioner





PROPOSED FIRST FLOOR PLAN

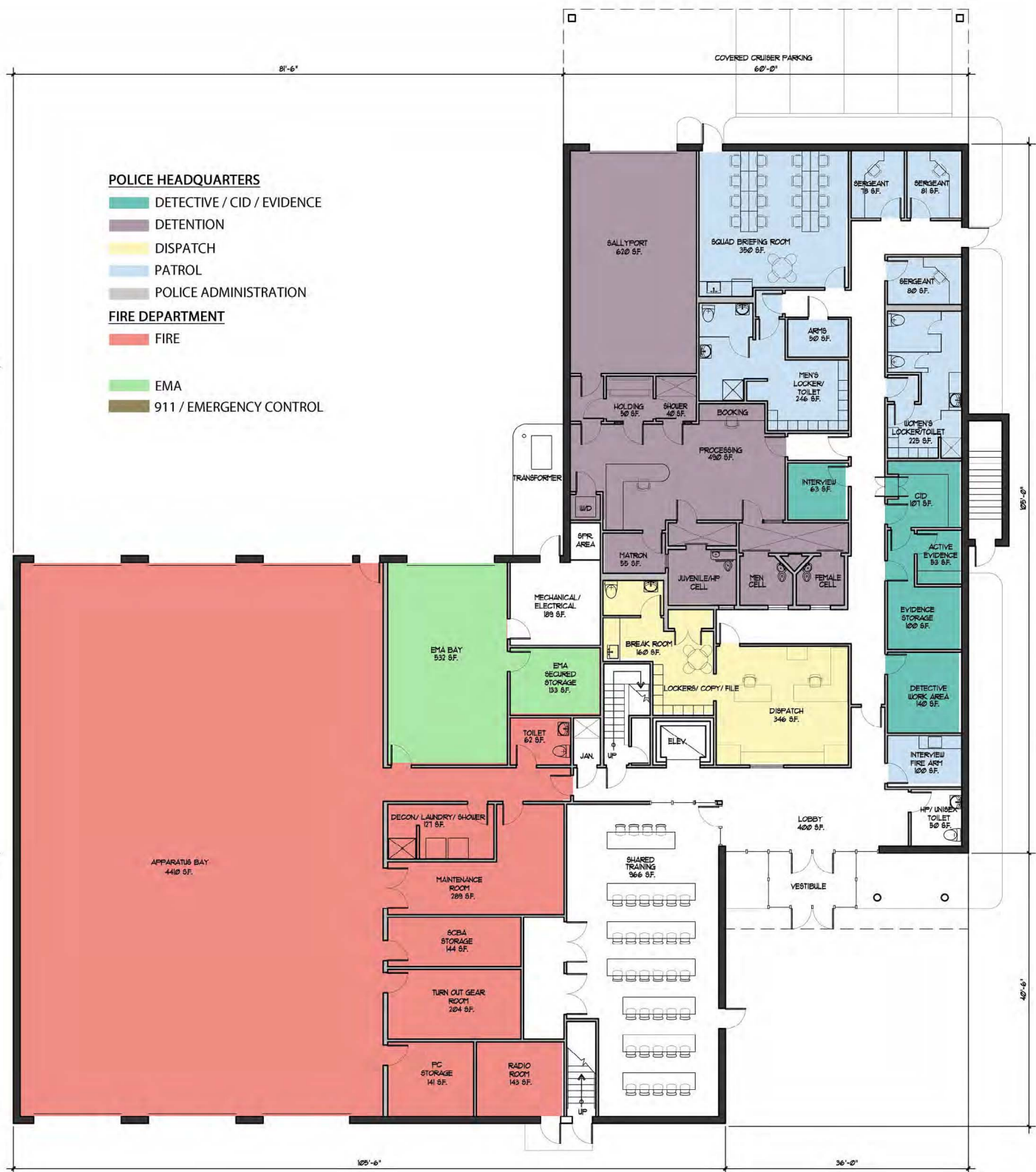




PROPOSED LOWER LEVEL FLOOR PLAN

SCALE: 1"=10'-0"





Proposed Public Safety Complex Police Department and Fire Department



2015 Newbury Municipal Building Committee Proposed Facilities Improvement Budget

Project: Public Safety Complex

New combined Police & Fire Station

Renovations to Town Hall

Recommendation to the Board of selectman

Issued 03/31/15

Eric P. Svahn, Chairman

Newbury Public Safety Complex

Police Department & Fire Department Facility Improvements Projects

Municipal Building Committee Issued 03/31/15

PD & FD Total Project Area, new	20,000	gsf
TH Total Project Area, renovation	2,457	gsf

PD & FD Total Construction Costs, new	\$7,974,440
TH Total Construction Costs, renovation	\$1,040,000
Cost to purchase property	\$440,000

Non Construction Costs	\$2,171,397
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Total Project Cost

\$11,625,837

Design Phase - Arch and Eng Design Fees	\$984,348
Project Amount Financed	\$10,641,489

TH = Town Hall

PD = Police Department

FD = Fire Department

Newbury Public Safety Complex

Police Department & Fire Department Facility Improvements Projects

Municipal Building Committee Issued 03/31/15

Police Department

Total Building Area		9,000	gross square feet
new construction	7,900	adjusted from CSS Architects Report	
shared area	1,100	split	
Total Construction Cost		\$4,098,400	
new building	\$3,620,000	\$402	cost per soft
site work	\$300,000	split	
water & sewer	\$100,000	split	Extend connection 525 feet @ \$383ft
escalation to June 2016	\$78,400	2%	

Fire Department

Total Building Area		11,000	gross square feet
new construction	9,900	adjusted from CSS Architects Report	
shared space	1,100	split	
Total Construction Cost		\$3,876,040	
new building	\$3,402,000	\$309	cost per soft
site work	\$300,000	split	
water & sewer	\$100,000	split	Extend connection 525 feet @ \$383ft
escalation to June 2016	\$74,040	2%	

Town Hall

Total Building Area		2,457	gross square feet
new construction	0		
existing renovation	2,457	mostly basement	
existing floor area	6,200	total existing building area	
Total Construction Cost		\$1,040,000	
renovations	\$900,000	\$366	reduced cost from CSS report
site work	\$100,000	reduced cost from CSS report	
water & sewer	\$0	*1 cost in separate projects	
escalation to June 2017	\$40,000	4%	

*1 - Due to the delay of action in resolving the Police Station and Town Hall septic issues , the septic/sewer conversion is currently under way and is viewed as being out side the scope of work for the project costs.

*2 - Split - costs or spaces of the building equally shared between the Police and Fire.

Newbury Public Safety Complex

Police Department & Fire Department Facility Improvements Projects

Municipal Building Committee

Issued 03/31/15

Non Construction Cost Totals **\$2,171,397** escalation to spring of 2016

PD FF&E	LS	\$120,000	
FD FF&E	LS	\$60,000	
PD & FD dispatch & radio	LS	\$60,000	equipment
TH FF&E	LS	\$30,000	
Fees for Architect & Engineers	11.60%	\$1,045,675	based on a % of construction cost
A&E Reimbursables	LS	\$25,000	travel, printing , etc.
Traffic Study		\$10,000	Rt-1 is a state road
Surveyor consultant		\$20,000	Survey work started
Geotechnical Consultant		\$10,000	borings and a report for foundations
Wetlands consultant		\$10,000	
Hazardous Materials		\$17,000	needed for demolition
Sewer Coordination		\$20,000	Design update fees
Town's Project Manager		\$150,000	Clerk of the Works
Town's Commissioning Agent		\$25,000	
Construction Testing	LS	\$45,000	concrete, welding, ...
Utility Company Charges	LS	\$30,000	
Town's Reimbursable	LS	\$20,000	printing, legal, advertising, other
Temp Facilities for Town Hall	LS	\$40,000	move out for 6 months
PD, FD, TH Moving		\$10,000	most work by Public Works Dept;
Town contingency	5%	\$398,722	as a % of total construction costs
Permitting State		\$25,000	
Miscellaneous		\$0	

Newbury Public Safety Complex

Police Department & Fire Department Facility Improvements Projects

Municipal Building Committee Issued 03/31/15

	PD	FD	TH	Totals
Construction Cost	\$ 4,098,400	\$ 3,876,040	\$ 1,040,000	\$ 9,014,440

Estimated Architectural and Engineering costs for the the project based on a percentage of the construction cost total.

Fee percentage 11.60% Architect, Structural, Mechanical, Code, Civil, Landscape

Project Phase		\$ 1,045,675	Total project Design and Engineering fees
Schematic	10%	\$ 104,568	
Construction Documents	65%	\$ 679,689	
Bid	5%	\$ 52,284	
Construction Administration	20%	\$ 209,135	** seems low for the supervision necessary

Fees for the design phases along with non-construction costs including

	\$ 984,348	Total fees requested for design phase
Arch & Engineer	\$ 836,540	Fee for just the design phase work, SD, CD and Bid phases
A&E reimbursable expenses	\$ 18,750	75% Architect's: travel, phone, photos, models, printing, etc.
Traffic Study	\$ 10,000	100% Required by Rt-1A High Road
Reimbursable expenses	\$ 10,000	50% Town's; printing, travel, etc.
Surveyor	\$ 10,000	50% on the low side, some work already done
Geotechnical	\$ 10,000	100% need some borings and a report for foundation design
Wetlands Consultant	\$ 10,000	100% may not be needed for the Town Hall site
Hazardous Inspections	\$ 4,250	25% need an inspection before demolition
Sewer coordination fees	\$ 15,000	75% revisions and changes as the new plan developers
Town Fee Contingency	\$ 59,808	15%
Other	\$ -00	0

% - of the total non-construction cost line item

MBC : Police-Fire-Town Hall Project				Mar 31, 2015	
Loan Amortization Payment					
			Rate	Term	
Project Costs Financed	\$ 10,641,489		4.5%	20	
Monthly payment	\$ 67,323.31				
Yearly payments total	\$ 807,879.77				
PROPERTY TAXES					
Total R/E & PP Taxable Value	\$ 1,233,587,181.00		8/12/14 report date		
Class 101 total tax value	\$ 966,470,800				
Class 101 total tax payers	2,332				
Average home tax assessed value	\$ 414,438.59				
2015 Tax rate	\$ 11.52				
2104 Class 101 Yearly Tax	\$ 4,774.33		for home with average assessed value		
2104 Class 101 Qarterly Tax	\$ 1,193.58		for home with average assessed value		
2104 Class 101 monthly Tax	\$ 397.86		for home with average assessed value		
PROJECT TAX INCREASE					
2104 Class 101 Yearly Tax	\$ 346.43	7.26%			
2104 Class 101 Quarterly Tax	\$ 86.61				
2104 Class 101 Monthly Tax	\$ 28.87				