

Police Station Steering Committee Minutes November 2nd, 2023

Members Present:

Bill Baldwin: Co-chair
Tim Crowley: Atkinson Police Chief and Co-chair
Nic Fiset: Atkinson Police Captain and Vice-chair
Sam Butler: Secretary
Dave Cacciotti
Matt Casey
Bob Connors
Karen Steele

Also present – Will Gatchell from Harriman

The meeting began with the Pledge of Allegiance.

RFP Discussion

Five construction firms responded to the RFP: Charter Brothers, Eckman Construction, Harvey Construction, Milestone Construction, and North Branch Construction. The committee spent most of the meeting discussing the submitted bids in order to determine a maximum of three firms to invite to the interview process to be held November 20th. Questions raised about the prospective firms included experience in municipal projects; experience in public safety projects; project manager experience in municipal and public safety projects; litigation issues; experience with town warrants; familiarity with the town of Atkinson and our Architect, Harriman; and experience with green construction alternatives. Projected costs were also an important consideration for each bid.

In the end the committee voted to invite three firms to interview on 11/20: Eckman, Harvey, and Milestone. Member Butler moved to accept Eckman, Harvey, and Milestone for interviews. Member Steele seconded. The vote was unanimous, 8-0-0.

Each firm will be interviewed for up to one hour, with questions prepared in advance by the committee. The committee will also hear three minute opening and closing statements from each firm. No visual aids will be permitted.

Other Business

Chair Baldwin asked that all committee members come up with three questions by November 9th. Mr. Gatchell (Harriman) should provide questions as well.

Dates of importance were also discussed. January 9th is last date to publish warrant. Monday January 8th could be our public hearing.

Currently scheduled open houses are December 13th and March 9th. Member Butler will reach out to Noriko Yoshida-Travers regarding the possibility of coordinating an open house with a senior lunch at the Community Center in January. Member Butler will also look into the possibility of the December 13th meeting being held at the town library.

Chair Baldwin reminds the committee that we need to get the word out around town that a new police station isn't a want, it's a necessity.

Approval of the minutes for the October 5th and 26th meetings was postponed until the next regular committee meeting on December 7th.

Meeting adjourned at 7:35. Moved by member Connors and seconded by Vice Chair Fiset.