

Town of Newbury  
Public Safety Complex Committee

~ MINUTES ~

Present: Tracy Blais, John Lucey Jr., Martha Taylor, Curtis Walton, Patty Fisher, Curtis Walton, Keith Grant.

DATE: July 10, 2013

**PHASES OF THE PROJECT**

**GOAL:** To design & build a public safety complex for the Town of Newbury that will house the Newbury Police Department, Newbury Fire / Protection 2 and Emergency Management with space and resources to accommodate both agencies needs for the next 50 years while renovating the pre-existing building to accommodate Town Hall services.

1. Deficiency Report
2. Feasibility Report
3. Design Phase
4. Construction & Renovation Phases

**PENDING ACTION ITEMS:**

**ACTION:** Tracy has reached out to West Newbury to try and obtain a copy of their RFQ, waiting to hear back. Additional requests have been made to Hamilton & Saugus (July 10<sup>th</sup>).

**Handout:** See attached handouts for sample RFQ's

**ACTION:** Tracy to obtain survey of properties – Cammett & Grasso have been out to get quotes.

**ACTION:** Tracy to call Tim Meehan today

**ACTION:** Tracy to look into ownership vs lease with NFD – Tracy has been in touch with Ginny Kremer who will put together the options for the Town. (July 10<sup>th</sup>)

**ACTION:** NFD to contact an attorney who will review options presented to them by the Town when the time comes.

**ACTION:** Each agency complete their specific Program Questionnaire and attach their own in-house deficiencies lists (DUE 07/17)

**ACTION:** Tracy to send out an email to each department reminding them to complete their questionnaires for 07/17 by 0900hrs mtg.

Town of Newbury  
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**NEW ITEMS / BUSINESS**

- Group agreed to have meeting time changed from 8AM – 9AM each Wednesday
- Will begin voting on the minutes to accept them.
  - Previous minutes accepted.

ACTION: TRACY to add Curtis Walton and Keith Grant onto the Town Mtg agenda to be officially appointed to the committee.

COMPLETED: Curtis to obtain a list of necessary information to meet future needs of the fire department.

COMPLETED: Martha: According to the 2010 Census, the current population is 6,666. According to MVPC, the projected population to 2035 is 8,600 (13,486 for build out)

Q: How does the influx of school population impact the project?

ACTION: Martha to look into figuring out what our transient vs. permanent populations are.

ACTION: Martha or Sam to find out how many PI Seasonal rental units there are.

**CONSIDERATIONS / QUESTIONS FOR FUTURE**

ACTION: Speak with Merrimac Valley Planning to figure out the Towns projected population

Q: In the feasibility study, are we incorporating the cost of renovating the basement to be acceptable for Town Hall use.

NEED: To make sure water & sewer are brought into the area for both Town Hall and new building.

ACTION: Tracy to look into coordinating cost of project with retiring debt. Tracy has spoken to 1<sup>st</sup> Southwest. This action item will take place later on in the project. (July 10<sup>th</sup>)

**NEXT MEETING: Wednesday, 17<sup>th</sup> @ 9AM**