



TOWN OF ORLEANS

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BOARD OF
SELECTMEN

TOWN
ADMINISTRATOR

CHARGE TO THE POLICE STATION BUILDING COMMITTEE

The FY16 Capital Improvements Plan includes a design project for the renovation, addition or replacement of the existing Police Station on South Orleans Road based on the operational and space needs of the department.

The Board of Selectmen is keenly aware of the Police Department facility needs. However, on two previous occasions (once at the polls and once at town meeting) voters rejected design funding for a new Police Station on the same site.

Based on a review of the Orleans Police Headquarters Space and Feasibility Study completed in 2008 and subsequent facility related information that has been developed to date, the Board of Selectmen is seeking to finalize the project size and scope for design funding consideration at the May 2015 Annual Town Meeting.

To accomplish this, the Board will appoint a Police Station Building Committee of five (5) voting members. The Chief of Police and Town Administrator will serve as ex-officio, non-voting members and the Building and Facilities Manager (Ron Collins) will serve as Owners Project Manager (OPM) for the Committee during the planning, design and implementation of the project in accordance with the requirements of M.G.L. Ch. 149, Section 44 ½.

The Police Station Building Committee is charged with the following tasks:

1. Develop a timeline for completion of the work and submission of a final report to the Board by March 1, 2015. This timeline should include monthly reports to the Board and identify milestones to insure timely action by the Board.
2. Determine the funding necessary to secure the services of a design professional to assist the Committee in the completion of their work and present a funding request to the Board that would reauthorize the use of existing stabilization funds earmarked for facility repairs and maintenance at the Police Station.
3. Assist the Town Administrator in the designer selection process to secure the services of a professional architect to assist the Committee in the exploration and development of

potential cost effective options and alternatives to meet the current and future facility needs of the Police Department. The contract for services may include the option to negotiate a final design fee for architectural services subject to voter approval of the project in May.

4. Develop information materials about the proposed project and the various options under consideration and conduct a public information program.
5. Present the final project recommendation, as approved by the Board, to the May 2015 Annual Town Meeting for consideration.

Based on receiving voter approval at Town Meeting and at the polls, it is the Board's intent to extend the service of the Committee and revise the charge to include the tasks associated with final project design to be completed for presentation to the May 2016 Annual Town Meeting.

The Committee will conduct their meetings in accordance with the Open Meeting Law and submit minutes to the Town Clerk's Office within 30 days of each meeting.

Date Prepared: October 9, 2014
Date Approved: October 15, 2014