

Building Committee Meeting

March 7, 2024

Present: William Carrow, Rodney Whalen, Alex Dias, Ryan Paisley, Shaun Flatter, Nick Smith, Robert Cote, Sue Muncey, David Ross, Ed Ide, and Gary Cimaglia were in attendance.

Mr. Carrow brought the meeting to order at 6:00 p.m. The record shows the committee members are present along with guests. Mr. Carrow turned the meeting over to Mayor Smith who wanted to make a couple of statements. Mayor Smith thanked everyone for coming and being a part of this committee. He stated if anyone needs anything individually, please reach out. Mr. Smith stated he looks forward to seeing what progress you can make in this process. He turned the meeting over to Mr. Carrow.

Mr. Carrow stated we will not be here long this evening. It is just preliminary. Mr. Carrow stated Mr. Ide has a PowerPoint that he put together of basically where we stand with the building we are currently in now and we need to make a determination whether we stay here and try to fix it or look at a different location and build a new building. We will then make a recommendation to the council. Depending on what direction we take we will go from there. We are very informal this evening. He turned the meeting over to Mr. Ide. Mr. Ide introduced himself and Mr. Cimaglia. He stated he met with Mr. Cote a couple of months ago about the idea of a new Town Hall and Police Station. Our biggest focus was and what this is mostly about is what the needs of the town are from an administrative and police standpoint. Mr. Ide stated Mr. Carrow has discussed the idea of renovating and staying here or moving to another location. Nothing is etched in stone. Mr. Ide started the PowerPoint presentation.

The agenda will consist of:

Existing Town Hall / Police Station: conditions and photographs

Program Requirements: Administration and Police

Concept: location(s), site plan, floor plan, and exterior elevations

Existing Town Hall Key Issues: inadequate parking, aged structure, lobby security, lack of workspace and staff, accessibility issues, Council Chambers size, no conference room, no office(s) for (not limited to) the mayor, etc., and environmental concerns (mold, odors, leaks, etc.) Mr. Ide showed photographs pertaining to Town Hall: security concerns regarding separation of public areas to administration space, lack of workspace, file storage, current conference room is within the Town Manager's office, ADA unisex restroom serving staff and the public, typical ceiling tile moisture damage, Council Chambers size, typical wall damage, guardrail compliance issues, 2nd floor archive storage, low ceiling height, shared offices, and existing dumbwaiter.

Existing Police Station Key Issues: no holding cell(s) (no separation of detainees and staff), blind spots in CCTV system, overall layout not ideal, no conference room, no armory, no training room, evidence room (needs to meet accreditation requirements by 2028), and no juvenile interview room. Mr. Ide showed photographs pertaining to the Police Station: the basement access in traffic area, locker storage in traffic area, existing holding bench, evidence lockup, tough line of sight / separation to detainee(s), police vestibule/reception, passage through an office, storage room, interview room, and police parking. There

were also photographs of the outside of the existing building. There was no indication that you wanted police cells. You utilize Smyrna PD. Mr. Hutson stated the police department needs to be accredited by 2028. This process takes approximately one to one and a half years. There is no ventilation and separation. We cannot meet accreditation at this location. Mr. Carrow asked about the lockers. Mr. Hutson stated that is the temporary evidence lockers where the guys would put the evidence in when they make an arrest. When he comes in the next day, he logs it in and puts it into permanent evidence. The evidence room is in a closet. Mr. Carrow asked what the officers do if they want to change before or after their shift. Mr. Hutson stated they use the one bathroom they have. If you are processing someone, you must have your weapon secured. If you bring someone in, Smyrna PD has a sallyport. We bring them in from the street. Mr. Hutson stated the detainee bench is right next to the officers. Mr. Hutson discussed the evidence room. You cannot have money and weapons together. The gun safe is in the evidence room because we do not have an armor. Mr. Carrow stated any blood evidence needs to be refrigerated. Mr. Hutson stated right now we use a mini fridge that has a lock on it. It is not an evidence refrigerated locker. The Lieutenant's office is a cut through area. You cannot have juveniles and adults together. You cannot have males and females together.

Mr. Ide stated the existing accessible ramp only goes to the front office. For a council meeting they must navigate the stairs or make special arrangements to bring somebody up the ramp. Accessibility directly to council chambers is nonexistent. The building is dated. There are a lot of repair issues. Mr. Cote stated the back door to the kitchen is not secure. There are a lot of security issues. When we look at the project, obviously there are needs, there are issues that are presented, and then there are requirements that we will put together. Mr. Ide discussed the program requirements.

Program Requirements – Town Hall: separation of public to staff (buzz-in, vestibule, separate restrooms, security, etc.), off-street parking, ADA compliance, office for all current staff and potential for expansion, file/archive storage, and a conference room.

Program Requirements – Police Station: evidence room to meet accreditation standards, CCTV / security system, armory, interview room, secure holding divided from officer workspace, and a training room.

Mr. Ide stated there is a Safer Grant. At this point, the multimedia went down. Mr. Ide asked if the plan was to present the PowerPoint to the council. Mr. Carrow stated we are going to come back with a recommendation to the council whether to go forward with this or not. Whether we feel there is a need for a new town hall or to remodel the existing. The best direction for the town and residents. Mr. Hutson grabbed the set of plans that were in his office for the committee to look at. Mr. Ide stated if we took everything here that needed to be fixed at this location it would be a massive undertaking. There is no parking and no space for expansion.

Concept: Mr. Ide stated the next slides would have been slides of drawings from many years ago. Mr. Flatter stated the plans would need to be modernized. Our current location is on the corner of Main Street and Smyrna Avenue. The primary option of a proposed Town Hall would be at the corner of Smyrna Avenue and S. Bassett Street. A potential option could be the lands of Hanover Foods.

Mr. Ide stated input is needed from the department heads regarding their wants and needs. Mr. Cote stated the current site is not feasible. Mr. Flatter stated his worry is the accreditation of the police department. Mr. Dias asked where the money was coming from. Mr. Carrow stated we are putting money away, we are looking at grants, and the possibility of having to get a loan. Mr. Hutson stated he went to Millsboro to view their new police station and training room. It was approximately \$1 million. They got \$600,000 from the USDA. The one stipulation was it had to be available to public groups such as HOA's, so they put a separate entrance to accommodate that. Mr. Ide stated the USDA allows for a 40-year loan. Mr. Cote stated the University of Delaware has a Grant Assistance Program (GAP). He wanted to see if there was a need, and the committee agreed. Mr. Paisley asked when the accreditation deadline was. Mr. Hutson stated 2028. Mr. Paisley asked how long the process would take. Mr. Hutson stated it takes about a year to a year and a half. Mr. Ide stated there are different agencies that you must deal with within a year (Kent Conservation, Fire Marshal). Mr. Ide stated S. Bassett Street and Smyrna Avenue are not a DelDOT controlled road. Mr. Whalen stated this building is not an option. Mr. Flatter agreed. Mr. Carrow stated this was the intent when the property was purchased on Smyrna Avenue and S. Bassett Street. Mr. Paisley stated the only thing he was going to say is we need to prioritize and every decision we make throughout this process is with sustainability and responsibility. When we build this town hall, we will be set up for 50 years, so we do not have to do it again. Not just building materials being sustainable but accounting for future staff needs so that if you need additional departments and additional staffing you can have rooms for those people. We need to be responsible to ensure that you are spending the appropriate amount of money. Between being sustainable and responsible we will have an excellent town hall if we put those two principles in every decision we make. Mr. Whalen asked if the Public Works building was good. Mr. Ross said yes, we are good.

Mr. Carrow asked for a motion to move to Council.

Mr. Paisley made a motion to recommend that the council authorize this committee to continue the process of constructing a new town hall and police department and to return with a final recommendation. Mr. Flatter seconded the motion. Motion carried unanimously.

Mr. Carrow asked if we should speak to Hanover Foods. Do we want to have a conversation? Mr. Flatter stated he does not see an issue with asking. We do not want to put all our eggs in one basket.

Mr. Carrow stated moving forward we will have workshops. We will take the final package to the council.

Mr. Smith stated we need to approve the initial expense of the design phase. Mr. Smith asked Mr. Ide to provide a quote to be put on the April agenda. Mr. Ide stated he would be brought in as a project or construction manager, brought in at the beginning stages of the project. We will have the committee meetings. He would orchestrate those meetings making sure all the groups, the administration, the police, and any other civic organization that wanted to come in and talk about how this building is going to take shape. What are the needs and the wants? We go back to the drawing board, create a program, develop the program, and then create drawings from that. We would take those documents and we would put them out to bid. If you go a different route to where you hire just a design professional and you want to deliver it as a general contractor, then you lose those capabilities because the general contractor is going to select anybody that they want. As a construction manager, we start with you from today all the way to

the very end. We are your agent, your representative. We fight directly for you. We look for grants. We would help you through the USDA process. We make sure all the agencies (Kent Conservation District, Fire Marshal, Health Department, Drinking Water) all those agencies are satisfied at the end. Mr. Carrow asked how do you work your compensation? Mr. Ide stated we would give you a lump sum fee to go through all the committee meetings up to a point where we understand what the budget is. Mr. Ide stated he could give a lump sum fee or can do a percentage basis. Mr. Carrow asked if his fee was over a certain amount would we have to put it out to bid? Mr. Smith stated he would get clarification on the threshold. Initially an agreement must be made between the town and your services for that portion of the project. There will be a proposal for the entire project. Mr. Ide agreed. Mr. Carrow said we are doing phases not the entire project. Mr. Ide stated none of the construction money would run through him. Mr. Carrow stated we would have to set up a new checking account. All the approvals for payment would go through Mr. Ide. Mr. Ide stated they use an AIA Document through the Architects Institute of Architects. It is a document recognized by all banks. Payments are made on a monthly basis. We would send all approvals to the committee chairman for payment. Mr. Ide stated we would ultimately like to be hired to be your project manager from the beginning to the end. But within that agreement we would have milestones. The first milestone would be going through this schematic design. There are four levels of design drawing: schematic design, development, construction documents, and bidding. So, we would recommend that they be taken through the schematic design process and then we formulate a budget. In order to get anything approved through the council you must have something to sell. You develop a schematic design based on what your vision is of this building. We put together an estimate for it and went to the council. We are hired again as your project manager and construction manager and then we jump to the next phase. The next phase we could itemize what those costs are. Mr. Carrow stated that it is something you can give us as of what you think it is going to be, get us up to that phase, and then we can make a determination. Mr. Ide stated absolutely. Mr. Carrow asked the committee to review and make sure we have everything we need in the plan. We do not want to come back and wish we did something after the fact. Mr. Smith stated his recommendation is that once we get a quote, we put it in front of the council in April. We should get that approved before you call another meeting. Make sure the council validates it first. This way we are not wasting any time. Mr. Carrow agreed. Once that is done, we will put something out for another meeting. We want to be as transparent as possible with this. It is not just our building, it is the entire town, all the employees. It will be here long after we are gone.

Mr. Flatter made a motion to adjourn. Mr. Whalen seconded the motion. Motion carried unanimously. The meeting was adjourned at 7:14 p.m.

Recording Secretary,

Sue Muncey