

**BRUNSWICK TOWN COUNCIL  
SPECIAL MEETING**

**Agenda**

**April 4, 2011**

**6:00 P.M.**

**Municipal Meeting Room  
Maine Street Station  
16 Station Avenue**

Roll Call

29. The Town Council will hear a report on municipal facilities' needs, and will take any appropriate action (Manager)

- Longfellow School – McLellan building
- Police Station
- Former Times Record building
- Shooting range facility at NASB
- Recreation Field House at NASB
- Recreation Facility on Federal Street
- Central Fire Station
- Public Works Facilities
- Curtis Memorial Library
- Parking Facility

**ACTION**

**INDIVIDUALS NEEDING AUXILIARY AIDS FOR EFFECTIVE  
COMMUNICATION SHOULD CONTACT  
THE TOWN MANAGER'S OFFICE AT 725-6659  
(TDD 725-5521)**

**Brunswick Town Council**  
**Agenda**  
**April 4, 2011**  
**Council Notes and Suggested Motions**

29. The Town Manager will present the Council and the public a summary of the facilities' challenges facing the Town of Brunswick. After that the Council will have an opportunity to take action on a variety of the facilities' needs. Copies of his report, a matrix of the facilities, a letter from Bowdoin College, and a memo outlining the police department project are included in your packet.

**Longfellow School – McLellan building**

*Suggested motion 1:*

Motion to exchange the Longfellow School for the McLellan building with Bowdoin College, with the final agreement to receive Council approval at a future meeting.

*Suggested motion 2:*

Motion to have the Planning Board review the zoning ordinance amendment to the Longfellow property so it will be zoned for an appropriate College Use (excluding student residential use.)

**Police Station**

*Suggested motion:*

Motion to approve the sales and purchase agreements for properties on the corner of Pleasant and Stanwood Streets to be used as a location for a police station.

**Former Times Record building**

*Suggested motion:*

Motion to endorse the relocation of the School Department Transportation program to the former Times Record building and to work with the School Department to maximize the use of the facility.

**Shooting range facility at NASB**

*Suggested motion:*

Motion to notify the appropriate Federal authorities that the Town of Brunswick is no longer interested in acquiring the Shooting Range facility at NASB.

**Recreation Field House at NASB**

*Suggested motion:*

Motion to continue with the plan to acquire the Recreation Field House at NASB and to phase it into year-round use over the course of the next five years, pending the operational costs information.

## **Recreation Facility on Federal Street**

### *Suggested motion:*

Motion to phase out the use of the Recreation Building on Federal Street as the NASB Field House comes on-line, with the Recreation Building's final outcome to be determined at a future date.

## **Central Fire Station**

### *Suggested motion:*

Motion to appoint a Central Fire Station Committee with the following charge:

- a. Compare the cost of rehabilitation to new construction.
- b. Determine if current location is best available location.
- c. Develop a plan for rehabilitating or replacing Central Fire Station.
  - i. Plan should include timeline.
  - ii. Plan should include project budget.
  - iii. Plan should include how to manage operations during project.
- d. Committee should return with final report to Town Council by December 31, 2012.

## **Curtis Memorial Library**

### *Suggested motion:*

Motion to request from the Library a schedule of anticipated needs for the next five years to be incorporated into the CIP.

## **Parking Facility**

### *Suggested motion:*

Motion to explore the best location for a parking facility in the Maine Street Station area and be prepared to compete for grant funds.

ITEM 29  
BACK- UP

**Report – Summarizing Town Municipal Facilities  
Prepared for Gary Brown, Town Manager  
March 30, 2011**

The following report is presented in an effort to provide the Brunswick Town Council with information and recommendations on a number of facility issues that have been under consideration for the past several years. Some of the information is based on studies previously undertaken by the Town and some information is based on staff's experience. At this time the Town has not engaged professional services on any of these properties unless specified otherwise.

**1. Police Station**

**Background:**

This is an issue that the Town of Brunswick has been dealing with since at least 1977. That year there was a referendum to purchase land to develop a police station on Pleasant Street, which was defeated. In 2004, the Town attempted another referendum to develop a public safety building, also on Pleasant Street, that would combine Police and Fire facilities, but it was also defeated by the voters.

In 2005, the Town acquired the former Times Record building, and one of the potential uses was for a police station. That was determined not to be feasible at that time. In 2009, the facility was reexamined for this purpose, in light of the renovations that had taken place in the interim. Again, the findings of the consultants, staff and a Council subcommittee was that the building is in the wrong location and needs extensive renovations and repairs that exceed the cost of building a new building. (Additional information on this building is included later in this report.)

Beginning in the Fall of 2009 through August 2010, the Town attempted to negotiate the purchase of one of two locations for a new police station. Ultimately, the Council chose to purchase properties at the corner of Pleasant and Stanwood Streets as this location was less expensive. After the Council adopted a bond ordinance to purchase the properties, a citizen petition to overturn the ordinance resulted in the Council reversing its decision to purchase the property. The Council then established a committee to review and research the possible locations for a new police station. On March 21, 2011, after reviewing a total of seven sites, the committee recommended to the Council the previously selected location of Pleasant and Stanwood Streets as the preferred location for a new Police Station.

**Staff recommendation:**

The Council should proceed with the project in the following phases:

- a. Acquire property and clear site for construction.
- b. Secure architectural services.
- c. Secure construction management services.
- d. Develop a total project budget.
- e. Develop a project time schedule.
- f. Develop a funding model.

(Please see separate memo that details the phasing identified above.)

## **2. Municipal Offices (Longfellow School, McLellan Building, Town Hall and Council Chamber):**

### **Background:**

McLellan and Longfellow School: With the voter approved Stowe School being built, the Longfellow School will be abandoned by the School Department in June 2011. At the end of 2008, Bowdoin College and the Town had preliminary discussions about exchanging the Longfellow School for the McLellan building. In 2010 the McLellan building and Longfellow School were both appraised by their respective owners. The Longfellow School appraised at less than \$1,000,000, and the McLellan building appraised at \$4.3 million.

The Town and Bowdoin engaged in preliminary negotiations, and in December 2010 the College offered two options to the Town.

- a. Option 1:** Bowdoin will purchase the Longfellow School for a price of \$2,000,000, with \$1,000,000 paid at closing and the balance paid over a four-year period. The Town will be responsible for the remediation of any hazardous waste, the Longfellow property will be zoned for an appropriate College Use (excluding student residential use) prior to conveyance and the Town will make safety improvements to College Street out of its CIP budget over a period of years.
- b. Option 2.** Bowdoin will receive the Longfellow School in exchange the Town of Brunswick will receive the McLellan building. The zoning, hazardous waste abatement and safety improvements to College Street remain the same as the previous option. The Town would not assume occupancy until January 2014, and at that time it would only be the first two floors. Bowdoin would continue to have use of the third floor of the McLellan building for a period of time and have a limited number of parking spaces. The initial period of time requested by Bowdoin was for five years (2019); however subsequent discussions have indicated that this period of time would extend to 2025. In both cases, the Town is also subject to a parking agreement with the College to provide 39 parking spaces, locations to be determined.

Council Chambers: To provide for a Council Chamber and TV3 location, in 2009 the Town entered into a five-year lease with Bowdoin College at Maine Street Station, with Bowdoin subsidizing the lease by 75%. The lease for the Council Chamber space will expire in August 2014. At that time, if the Town remains in that space, our relationship will change from a sublease with Bowdoin College to a direct lease with JHR. The annual lease cost will likely increase a total of \$48,000, from \$15,200 to \$63,500. (Last year rent payment through sublease with Bowdoin was \$6.00 sq ft, vs. an estimate \$25.00 sq. ft. with JHR.)

In 2008-2009, it was determined there is no alternative location in other town facilities to serve as Council Chambers. Although many have suggested that the Town finds space in one of the schools, that idea was rejected once the actual use of the space was quantified. In addition to the Town Council, the meeting space is also regularly used by the School Board, the Planning Board, the Marine Resources Committee, the Conservation Committee, the Village Review Board, MRRA, Cable TV Committee, and other Town Committees on an as needed basis.

In 2008 the Town explored the possibility of acquiring adjacent property on Center Street for the purpose of building a facility to house Council Chambers and some Town Departments. The

cost to acquire the property (\$750,000) plus the project cost to build the facility (between \$2,727,300 and \$3,242,275) was determined to be too expensive to justify the project.

In 2010 PDT architects were asked to review previous space needs for the Town Office and to see how they could be placed, along with the Council Chambers and TV3, into the McLellan building. While their design is not likely the end product, their work demonstrates that all Departments currently in the Town Office, the two Departments currently in Hawthorne School, the Council Chambers and TV 3 can fit into two floors of McLellan. In addition to consolidating the operations into one building, the layout also provides for additional meeting room and conference space that is currently lacking. The other significant benefit is that Departments would be able to have access to files and documents that are currently stored offsite.

If the Town elects to swap Longfellow School for McLellan, then a subsequent decision that will need to be made is what to do with the current building at 28 Federal Street. The delay in gaining access to the McLellan building provides the Town with the luxury of time to make a decision. The Town can use the three years to determine if the best use of the property is to sell it or redevelop it for another public use (parking, park or other).

**Staff recommendation:**

The exchange of Longfellow for McLellan should be the option selected by the Council. The McLellan Building provides an opportunity to consolidate town services into the same building and to provide for sufficient meeting space for Town Committees, staff and public organizations. If the exchange option is selected, the Council should establish a subcommittee to develop the plan for renovating the McLellan Building and the subsequent plan for disposition of the Federal Street property.

Fiscal impact of recommendation: PDT Architects have initially estimated renovation cost at \$100,000. This cost is paid for by not paying rent two years at Maine Street Station. Utility costs at McLellan last year were around \$70,000. Utilities at 28 Federal Street are budgeted at \$43,000, so this is an increase of \$27,000. The disposition of the Longfellow School also represents a savings in the budget of approximately \$25,000 (this is an estimate based on recent annual cost but with no occupancy of the building).

**3. Former Times Record Building**

**Background:**

In 2005, the Town acquired the former Times Record building for possible municipal uses. After being ruled out for a police station, the Town invested in renovating the building for use by the Southern Maine Community College. It was also anticipated at that time that SMCC would purchase the building from the Town. In 2009, the Town was advised that SMCC would not be purchasing the building. At that time, the facility was reexamined for the purpose of determining if it could be used as a police station and it was determined it was not appropriate to do so.

The Town has been attempting to sell this asset for the past year with no success. The Council received one offer and it was rejected. A year ago when the budget was being developed, it was discussed that as the FY' 12 budget is developed and if the building was not sold, that a decision would be made to keep it or to demolish it. As we get closer to the budget being presented, a decision needs to be made on this building.

Recent discussions with the Brunswick School Department, as well as with MSAD 75, involve the potential to use the facility for a Transportation Center to include a bus garage. The two school departments expressed a need to have the warehouse building that has been used by Public Works for a storage building for the past several years. If the Times Record building, along with the storage building, is transferred to the School Department(s), a decision to replace the storage building will be necessary. An alternative to this could be to construct a joint use fleet maintenance garage that could be shared between the Town and School Department(s). The preliminary concept would involve a partial demolition of the main building and to retain the section of the building that was renovated in 2007. Assuming that this use actually occurs, it will bring an end to the dilemma of what to do with this facility.

**Staff recommendation:**

The Council should endorse the relocation of the School Department Transportation program to the former Times Record building. Additionally, the two units should explore the benefits of a shared fleet maintenance facility. As this concept is only in the formative stages, the Town and the School Department will need to take additional time to fully determine the feasibility and practicality of the potential use of this facility. The Town and the School Department will work collaboratively over the next 10 months to identify a plan that maximizes the use of the buildings and property. Fiscal impact of this recommendation on the Town budget is a reduction of \$195,000 from fiscal year 2011 budget to the fiscal year 2012 budget.

**4. Shooting range facility at NASB**

**Background:**

This facility was requested and approved for conveyance to the Town in 2007 by the Brunswick Local Redevelopment Authority (BLRA). At that time, there was discussion about sharing this facility with other agencies to help defray the operating cost. The response from other agencies indicates an unwillingness to participate in the cost of operating the facility. While it would be convenient and a luxury to have this facility, it is not critical to the mission of the Brunswick Police Department.

**Staff recommendation:**

Town should notify the appropriate Federal authorities that we are no longer interested in acquiring this facility. Fiscal impact of recommendation is \$0.

**5. Recreation Field House at NASB**

**Background:**

Similar to the above discussed shooting range, this facility has been approved as a public benefit conveyance to the Town. The anticipated date of transfer is not known at this time; however, staff believes that it may occur in the fourth quarter of this year. We have engaged an energy use consultant to project the operating cost of this facility in an effort to get the most accurate information possible. This opportunity offers an excellent facility for our Parks and Recreation program. The indoor gymnasium, coupled with the office space, can provide needed space for the programs, the administration and other uses that will satisfy space needs for the long term future. In recent conversations with the Federal Department of the Interior, there may be flexibility as to Town being able to phase in the occupancy and use of the facility over time.

Staff has been asked to create a business plan that will maximize new revenues with the additional capacity and opportunities that this facility provides.

**Staff recommendation:**

Pending receipt of the operational cost report, Town should continue with the plan to acquire this property and phase it into year-round use over the course of the next five years. Fiscal impact of this recommendation is not known at this time.

**6. Recreation Facility on Federal Street**

**Background:**

This facility currently is used for the administrative office space for the Department of Parks and Recreation, as well as the preschool program. The facility also has a large gymnasium that is used for recreation programs throughout the year. Future use of this facility is contingent upon the use of the Recreation Field house. If the Town is able to make full use of the Field House, this facility should be abandoned. Upon abandonment, the building should be razed so that the property can be reused for a more appropriate and beneficial use.

**Staff recommendation:**

Consistent with the recommendation to phase in the year round use and occupancy of the Field House at NASB, the Town should phase out the use of the Recreation Building on Federal Street. Upon complete abandonment, the Town should either raze the building in order to make use of the property, dispose of the property as is, or let a future owner determine the fate of the building. Fiscal impact of recommendation: The proposed utility budget for the building next year is \$15,200, which would be applied to the operating cost of the Field House.

**7. Cook's Corner Fire Station**

This facility is relatively new and has no apparent or immediate needs.

**8. Central Fire Station**

**Background:**

This facility is close to 100 years old and is in need of significant rehabilitation or replacement. The location, while somewhat convenient to the Downtown, is in an area that makes rapid response difficult. The type and quantity of traffic that has evolved on Maine Street has changed profoundly subsequent to this building being constructed at this location. Since the opening of the Cook's Corner Fire Station, the Town's ladder truck has been stationed at that facility and is no longer at the downtown station. Due to the condition of the building, it is at a stage where new construction may be more cost effective than rehabilitation. If that is the case, the Town needs to consider if the location is the best location, or if there is an alternative location that may serve the community more effectively. A challenge to the rehabilitation or replacement at this location is where to locate the operations during such a project.

**Staff recommendation:**

Council should appoint a Central Fire Station Committee with the following charge:

- a. Compare the cost of rehabilitating Central Fire Station to new construction.
- b. Determine if current location is best available location.

- c. Develop a plan for rehabilitating or replacing Central Fire Station.
  - i. Plan should include timeline.
  - ii. Plan should include project budget.
  - iii. Plan should include how to manage operations during project.
- d. Committee should return with final report to Town Council by December 31, 2012.

## **9. Public Works Facilities**

### **Background:**

The Public Works campus includes a main building that houses both the administrative offices and a garage, the sand/salt shed, the former Times Record warehouse and several other outbuildings. The main building has undergone some rehabilitation this past year (oil heat removed in favor of natural gas). The sand/salt shed was built in 2009 and should serve the needs of the Department for the long-term future. The warehouse is being used by the Department for seasonal equipment storage and other uses. The other outbuildings are mostly used for storage by Public Works and other Town Departments, including Police and Parks and Recreation.

### **Staff Recommendation:**

As discussed in the previous section regarding the Times Record building and the potential reuse of that facility for a School Transportation facility, the Town should explore the possible benefit of a joint use fleet maintenance facility. In the event that is deemed not beneficial, a replacement structure for the current equipment storage building should be constructed.

## **10. 35 Union Street (People Plus/Teen Center)**

### **Background:**

This facility has undergone a major renovation/rehabilitation in 2010. It is currently occupied by People Plus and the Teen Center. The mechanical systems, roof, wall, and floor finishes have all been updated. This facility should not need any significant repairs or improvements for the next five to ten years. At that time, floor and wall coverings may need to be updated.

### **Staff Recommendation:**

Monitor building to maintain awareness of potential issues.

## **11. Curtis Memorial Library**

### **Background:**

This building is occupied by the Library, but it is owned by the Town of Brunswick. In many ways, this is a typical tenant-landlord relationship in that the Town is responsible for the maintenance of the facility as well as any capital improvements. The new section of the building is just over ten years old. Recent improvements have been made to the heating system. Anticipated near term improvements/replacements will likely include floor coverings (carpets) and other surface finishes (walls and ceilings).

### **Staff recommendation:**

Council should request from the Library a schedule of anticipated needs for the next five years to be incorporated into the CIP.

## **12. Visitor's Center**

### **Background:**

Although this is rented space, the Town should develop a plan on how this facility will be funded and managed on a long-term basis. In 2009 the Town entered into a five year lease, funded with a grant from the Brunswick Development Corporation (BDC) that prepaid the rent and fees. At that time, the future of the Downeaster was in question. It is now expected that the train service will be here by the fourth quarter of 2012 and will likely continue for a lengthy period of time. Concord Trailways has a year round presence in the Visitor's Center as that is the location for passengers to purchase their tickets. The Town is responsible for the maintenance of the train platform, so it is presumed that we will continue to be the lead entity on retaining space for the train station itself, at least for the foreseeable future. The options are limited in regards to how the Town may possess this space. It may continue to be a lease arrangement with JHR or we could explore the willingness of JHR to condo that space and sell it to the Town.

### **Staff recommendation:**

As the current lease expires in 2014, the Town should prepare to consider renewing the lease or explore alternatives to the lease. These discussions can be delayed until after the Downeaster begins service and there is a better understanding of the impact and value of train service to Brunswick.

## **13. Parking Facility**

### **Background:**

It is becoming increasingly clear that the parking problems around Maine Street Station are requiring a permanent solution. As indicated above, the Town is expecting train service from the Downeaster in 2012. Building 4 is fully leased for ten years to two medical facilities and they create high paying jobs that will bring people into the downtown area. The combined parking requirement of these tenants is 100 spaces, and the arrival of the train only magnifies the parking problem in this area.

Some of the possible parking solutions that have been suggested include a parking facility at the McLellan lot (assuming the Town takes possession of the property) or on Union Street in the vicinity of the property that the BDC owns. A parking consultant has been asked to look at the McLellan lot to determine if it is large enough to support a structure and if so, what the capacity of that structure would be. A preliminary sketch has been received by the consultant that indicates a structure can be placed at McLellan's lot, and it would have the capacity for 200-300 vehicles, depending on the final design. There are grant programs in place that include parking facilities as an eligible activity and we have recently been advised that there may be specific Federal funding for such a project.

### **Staff Recommendation:**

Pending decision by the Council regarding the McLellan building, the Town should explore the best location for a parking facility in the Maine Street Station area and be prepared to compete for grant funds.

**MATRIX – SUMMARIZING TOWN FACILITIES – MARCH 30, 2011**

FACILITY	KEY POINTS	SUMMARY RECOMMENDATION
New Police Station	<ul style="list-style-type: none"> <li>• There have been various attempts to replace since 1977.</li> <li>• Two Council-appointed committees selected the corner of Pleasant/Stanwood Streets as desired location.</li> <li>• Current construction costs are relatively low, with increases likely as economy recovers.</li> <li>• The cost to borrow funds is also relatively low.</li> <li>• The programming indicates a building of 18,000-20,000 sq ft to accommodate current and future needs.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Proceed with plan to construct a new Police Station at Pleasant and Stanwood Streets.</li> </ul>
Council Chambers at Maine Street Station	<ul style="list-style-type: none"> <li>• The current lease arrangement expires in 2014.</li> <li>• The next lease expected to be at market rate, resulting in a significant increase in the rent.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Relocate Council Chambers to McLellan Building as part of property exchange with Bowdoin College.</li> </ul>
Town Office 28 Federal Street	<ul style="list-style-type: none"> <li>• Fifty year old facility with a total functional space of 11,000 sq ft.</li> <li>• Three different levels present challenges.</li> <li>• One small conference room for meetings and project space.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Develop a reuse plan (sale, parking facility, downtown park) for the property by July 1, 2014, in time for the functions to be relocated to the McLellan Building.</li> </ul>
Longfellow School	<ul style="list-style-type: none"> <li>• The Brunswick School Department has voted to return this facility to the Town effective July 1, 2011.</li> <li>• The Town has been negotiating with Bowdoin College to convey the school to the College.</li> </ul>	<ul style="list-style-type: none"> <li>✓ This building should be conveyed to Bowdoin as part of a facility exchange for the McLellan Building.</li> </ul>
Former Times Record Building	<ul style="list-style-type: none"> <li>• The Town purchased the property six years ago.</li> <li>• The Town renovated the building for use by Southern Maine Community College and is currently vacant.</li> <li>• This space provides storage space for Town Departments.</li> <li>• The Brunswick School Department and MSAD 75 have expressed an interest in locating a joint transportation facility at this location.</li> </ul>	<ul style="list-style-type: none"> <li>✓ The Town Council should encourage the possible use of this facility as a school transportation facility.</li> </ul>
Indoor Shooting Range at NASB	<ul style="list-style-type: none"> <li>• This property has been approved as a public benefit conveyance as part of the closing process of Naval Air Station Brunswick.</li> <li>• Staff has contacted other law enforcement agencies to share in cost, and they were not interested.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Town should notify appropriate Federal entities that the Town no longer has an interest in receiving this property.</li> </ul>

**MATRIX – SUMMARIZING TOWN FACILITIES – MARCH 30, 2011**

FACILITY	KEY POINTS	SUMMARY RECOMMENDATION
Recreation Field House at NASB	<ul style="list-style-type: none"> <li>• This property has been approved as a public benefit conveyance as part of the closing process of Naval Air Station Brunswick.</li> <li>• Recent discussions with the Federal Department of the Interior suggest that the Town can phase in the full use of this facility over time.</li> <li>• We have commissioned a study to get best data possible on operating costs of the facility.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Depending on the operating cost analysis, the Town should attempt to phase in the use of this facility over the next 5 years.</li> <li>✓ Simultaneously to this the Recreation facility on Federal Street should be phased out.</li> </ul>
Recreation Facility on Federal Street	<ul style="list-style-type: none"> <li>• This property is the current location of the Parks and Recreation Administration as well as the pre-school program.</li> <li>• It also provides an in-town gymnasium.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Consistent with recommendation regarding the Field House at NASB, this facility should be phased out.</li> </ul>
Cook’s Corner Fire Station	<ul style="list-style-type: none"> <li>• Relatively new building, no immediate needs.</li> </ul>	<ul style="list-style-type: none"> <li>✓ No recommendation at this time.</li> </ul>
Central Fire Station	<ul style="list-style-type: none"> <li>• This is an old building in the middle of the downtown, off Maine Street.</li> <li>• The building is in serious need of repair/rehabilitation or replacement.</li> <li>• The current location needs to be evaluated.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Staff recommends a Council appointed committee to study rehabilitation/replacement as well as location of Central Fire Station.</li> </ul>
Public Works Facilities	<ul style="list-style-type: none"> <li>• The PDW consists of several buildings.</li> <li>• There was a recent heating system upgrade to the Central Garage area.</li> <li>• The former Times Record warehouse is currently used for seasonal vehicle storage.</li> <li>• A new Sand/Salt shed built in 2009.</li> </ul>	<ul style="list-style-type: none"> <li>✓ If the warehouse is conveyed to the School Department as part of the transportation facility, this should be replaced to provide for seasonal vehicle storage and workspace for DPW.</li> </ul>
35 Union Street	<ul style="list-style-type: none"> <li>• A near total rehabilitation in 2010.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Monitor the building for future needs.</li> </ul>
Curtis Memorial Library	<ul style="list-style-type: none"> <li>• The newest section is a little over 10 years old.</li> <li>• Anticipated future needs for the library include new floor, wall and ceiling finishes. (carpet, paint etc)</li> </ul>	<ul style="list-style-type: none"> <li>✓ Council should ask Library for a 5 year plan of anticipated needs to be incorporated into CIP.</li> </ul>
Visitor’s Center	<ul style="list-style-type: none"> <li>• The space is leased until 2014.</li> <li>• Downeaster train service is now a certainty.</li> <li>• The Town is responsible for the operations and maintenance of the train platform.</li> </ul>	<ul style="list-style-type: none"> <li>✓ The Town should determine the best long-term strategy for the Visitor’s Center (lease or own) and negotiate accordingly with JHR prior to expiration of the current lease.</li> </ul>

**MATRIX – SUMMARIZING TOWN FACILITIES – MARCH 30, 2011**

<b>FACILITY</b>	<b>KEY POINTS</b>	<b>SUMMARY RECOMMENDATION</b>
Parking Facility	<ul style="list-style-type: none"> <li>• The demands for parking in Brunswick are increasing as the development of Maine Street Station continues.</li> <li>• There will be a loss of some parking around the 1<sup>st</sup> Parish Church.</li> <li>• The popularity of local restaurants is growing and the chronic problem of lack of parking continues.</li> <li>• Locating an appropriate site for a parking facility in the vicinity of Maine Street Station would increase the Town’s eligibility for grant funding to subsidize the cost of the facility.</li> <li>• Depending on the potential relocation of the Town Office to McLellan building and the subsequent re-use of the Federal Street properties, parking in the municipal lot between Bank and Center Streets will be more available.</li> </ul>	<p>✓ Town needs to resolve parking needs at Maine Street Station and lower Maine Street.</p>

# BOWDOIN COLLEGE

March 28, 2011

Gary Brown, Town Manager  
Town of Brunswick  
28 Federal Street  
Brunswick, Maine 04011

Dear Gary,

As a follow up to my letter to you dated November 30, 2010, the College would like to amend one provision related to the occupancy of the McLellan Building. If the Town acquires the McLellan Building, the College would like to retain use of the third floor of the building at no cost through the year 2025.

We would also like to remind you that the College is prepared to purchase the Longfellow School property from the Town for \$2 million as soon as the building becomes available.

Please do not hesitate to call with any questions.

Sincerely,



S. Catherine Longley  
Senior Vice President for Finance and Administration & Treasurer

TREASURER'S OFFICE

## MEMORANDUM

TO: Brunswick Town Council

FROM: Gary Brown, Town Manager

RE: Police Station Project phasing options

DATE: March 30, 2011

---

This memo is intended to provide the Council with some information and options regarding the next steps in the process of building a new police station. The document is structured to provide information on the following aspects:

1. Site acquisition.
2. Project delivery
  - a. Professional Services
  - b. Construction Services
3. Project budget
  - a. Land acquisition and preparation
  - b. Professional Services
  - c. Construction Costs
4. Project schedule
5. Possible funding model(s)

### **1. Site acquisition**

The Police Station Committee has issued their final report in regards to a recommendation for the location for a new Brunswick Police Station. Although not unanimous, the Committee by a strong majority selected the previously selected location at the corner of Pleasant and Stanwood Streets. I anticipate securing purchase options on the four parcels that will allow us sufficient time to plan the project.

#### Recommendation:

Council should authorize purchase options on the property.

### **2. Project Delivery**

We will need to secure the services of a team to provide architectural services and engineering services. We can do this in a couple of ways. We can prequalify architects and ask them to present proposals that identify who they would team up with for engineering services. We can also prequalify engineering services and request proposals from them and then team up the selected architects with the selected engineers. The Council has expressed a desire in the past to have projects such as this to provide as much local benefit as possible. It will be important to define local. I would suggest that for architectural and engineering services that local be defined as any firms in a geographic area from Portland to Augusta, including the Lewiston-Auburn, Bath areas. I anticipate that if we simply put these services out to bid, we will receive a very large response.

The cost of architectural services will likely be based on a percentage cost of the project. My experience in the past has been that a budget will be presented to get us through design and development. Once the construction budget is identified, the total fees for the architect will become a fixed cost. If the decision is made to prequalify, then firms that the Town has had specific experience with may be chosen for an interview. Other firms that we may not have worked with in the past but we are aware of relevant work may also be chosen for an interview. The advantage of having the architect present the team of professionals (including

engineering services) is that it has the potential of eliminating another exercise of advertising, selecting for interviews, and interviewing a complete cadre of engineers. The potential disadvantage is that we may really like a particular architect but not be impressed with who they bring to the table as an engineering partner. We experienced this when we hired a team to study the potential business park but resolved it by asking the lead professional service to change one of their team members for someone that we had more confidence in.

Recommendation:

Requests for qualifications from architects within a fifty mile radius of Brunswick should be issued. Qualifications should include demonstrated experience building a police station in the past 10 years and LEED certified staff assigned to the project. The proposal should include the anticipated team of professionals that will comprise the team that the town will be working with. The Town will reserve the right to modify the team based on the Town's preference of team makeup. The request for proposals should be issued by May 1, with interviews scheduled by mid-May and recommendation to the Council by the first meeting in June. The selection and interview team should be the Councilors on the Police Station Committee, supported by the Police Command Staff.

### **3. Construction Services**

The likely method of delivery of this service will be a construction manager. There are two very capable firms in Brunswick and there are others that Brunswick has experience with that are within the same geographic area described above. As soon as the architect is chosen, the process of identifying the construction manager should commence. This process will likely not include the subcontractors. The selection of subcontractors will take place as the different specialties are bid by the construction manager. During the phase of bidding for subcontractors, we can emphasize local businesses to get the preference.

Recommendation:

Once the architect is selected, the town should prequalify the following firms and schedule them for an interview: Poulin Construction of Brunswick, Ouellet Associates of Brunswick, Wright-Ryan of Portland, and Ledgewood of Portland. The architect will assist the interview team and make recommendations to the Council regarding a preferred choice.

### **4. Project Budget**

The project budget will be a combination of land acquisition and preparation, professional services, construction services, and so-called soft costs. Sometimes the cost of professional services is included in the soft costs but for the purposes of this memo, I am separating them out.

- a. Land acquisition and preparation.** Last year we anticipated this cost to be \$1,175,000. I anticipate that the cost will be somewhat less than that as we have negotiated lower acquisition costs.
- b. Professional Service costs.** The cost of architectural and engineering services will likely be in the range of \$300,000.
- c. Construction Costs.** For budgeting and discussion purposes, we are using the figure of \$190.00 per square foot of building. We have been discussing a 20,000 square foot building, so the construction cost estimate is \$3,800,000.
- d. Soft Costs:** This typically includes the architect and engineering costs that have been identified above. Also included in this would be legal costs, permitting costs, advertising costs and other administrative type expenditures. We are using a formula of 20% of building costs, less the architect and engineering. This results in the following figures:  $\$3,800,000 \times 20\% = \$760,000$ . Less the \$300,000 for architect and engineering results in a net soft cost of \$460,000.

**e. Totals:**

Land Acquisition	\$1,175,000
Architect/Engineer	\$300,000
Construction cost	\$3,800,000
Soft Cost	<u>\$460,000</u>
Total Estimate	\$5, 735,000

**5. Project Schedule:**

As indicated above, we would not likely have the architect selected until early June. The construction manager selection will also take a month, if we prequalify as recommended. If we advertise for other firms, then it will likely take an additional month. We could advertise for the construction manager part way through the process of selecting the architect and have interviews scheduled but that will require a significant work load on people. We have to be aware that we are also about to head into a time of year when we will be conducting the routine business of the town, working a budget and dealing with the Harpswell Border matter.

Potential Schedule:

April:	Approve purchase options Begin architect selection
May:	Interview and select recommended architect
June:	Interview and select recommended construction manager.
July:	Begin design and development
September:	Presentation of project budget and Council approval.

**6. Funding model(s)**

The funding models assume the budget above is the approved budget. There has been public discussion since last year about appropriating the balance of the funds in the Town's Industrial Park fund. It is anticipated that there will be a balance of approximately \$700,000 in that account. There is an additional \$240,000 balance of funds from the 2000 bonds. We would transfer these funds to previously funded projects resulting in the availability of the same amount for this project. The total of these two accounts results in \$940,000. There has been some discussion about asking the Brunswick Development Corporation to fund the land acquisition costs. If that request is presented and approved, then there would be an additional \$990,000 reduced from the amount needed to be bonded. The net total of the budget then becomes:

Estimate Cost to build	\$5,735,000
Industrial Park \$\$ and Bond Proceeds	-\$940,000
BDC Grant	<u>-\$990,000</u>
Subtotal:	\$3,805,000

In the next budget, there will be sufficient capacity to absorb the debt that a bond of this amount will generate. The bonding of the police station itself would not result in a tax increase. A general rule of thumb is that our debt service will be approximately 10% of the amount of the bond. In the above model, we would need \$380,500 in the first year of the debt service. If we add back in the \$990,000 from the BDC, the debt service would be closer to \$470,000. That will be about \$70,000 more than what is anticipated to be our debt capacity beginning in FY 2012-13.