



## POLICE STATION BUILDING COMMITTEE

### Agenda & Meeting Packet

August 27, 2025

6:00 PM

Meeting will be held at the Franklin Municipal Building  
355 East Central Street - 2nd Floor, Council Chambers

**A NOTE TO RESIDENTS:** All citizens are welcome to attend public meetings in person. **To view the live meeting remotely, citizens** are encouraged to watch the live stream on the [Franklin Town Hall TV YouTube channel](#) or the live broadcast on Comcast Channel 9 and Verizon Channel 29. **To listen to the meeting remotely** citizens may call-in using this number: 1-929-205-6099. **To participate in the meeting remotely** citizens may join a [Zoom Webinar](#) using the information provided below. Meetings are recorded and archived by Franklin TV on the [Franklin Town Hall TV YouTube channel](#) and shown on repeat on Comcast Channel 9 and Verizon Channel 29.

**ZOOM WEBINAR DETAILS:** ID # 843 6860 9187 & Link: <https://us02web.zoom.us/j/84368609187>

- **Any participants who wish to speak** during the webinar must enter their **full name and email address** when joining the webinar.
- All participants will be automatically muted upon joining the webinar. In order to speak, participants will need to select the "Raise Hand" function to request to be unmuted.
- All speakers will be required to state their full name and street address before commenting.

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### Agenda:

1. Approval of Minutes
  - a. [October 30, 2024](#)
  - b. [November 14, 2024](#)
  - c. [February 25, 2025](#)
  - d. [August 6, 2025](#)
2. Owner's Project Manager (OPM) Presentation CHA and KBA
  - a. Project Website Launch
  - b. Engagement: Open House Dates and Time Announcements
    - i. Saturday, September 13th, 2025 at 1:00 PM
    - ii. Tuesday, September 23rd, 2025 at 6:00 PM
    - iii. Sunday, October 5th, 2025 at 6:00 PM
  - c. Programming Study Process
  - d. Site Selection Analysis, Process and Evaluation
  - e. Preliminary Sample Designs & Construction Budgets
3. Discussion: Next steps and Committee meeting dates
4. Adjourn



**Police Station Building Committee  
Meeting Minutes  
October 30, 2024**

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**Members Present**

Tom Mercer, PSBC Chair, Town Council Chair; Brian Chandler, PSBC Vice Chair; Robert Dellorco, PSBC Clerk; Jamie Hellen, Town Administrator; Mike D'Angelo, Facilities Director; Thomas Lynch, Chief of Police; Gary Premo, Executive Director of Metacomet Emergency Communications Center (MECC); Jim West, Deputy Chief of Police; Andressa Rosa, Police Officer; Kelsey Alexander, Member At-Large

**1. Approval of Minutes**

**a. August 23, 2023**

**SUMMARY:**

Thomas Mercer, Police Building Committee Chair, called the meeting to order. A motion was made by Robert Dellorco and seconded by Brian Chandler to approve the minutes from August 23, 2023. There was no discussion, additions or deletions.

**VOTE(S):**

**Subject: Approval of minutes from August 23, 2023**

**Mover: Robert Dellorco**

**Second: Brian Chandler**

**Result: Passed**

**Details of the vote: Unanimous voice vote**

**b. January 24, 2024**

**SUMMARY:**

A motion was made by Robert Dellorco and seconded by Brian Chandler to approve the minutes from January 24, 2024. There was no discussion, additions or deletions.

**VOTE(S):**

**Subject: Approval of minutes from January 24, 2024**

**Mover: Robert Dellorco**

**Second: Brian Chandler**

**Result: Passed**

**Details of the vote: Unanimous voice vote**

c. May 13, 2024

**SUMMARY:**

A motion was made by Robert Dellorco and seconded by Brian Chandler to approve the minutes from May 13, 2024. Town Administrator Jamie Hellen noted that Jim West was not present at the May 13th meeting, so the minutes needed to be amended to reflect that. The maker of the motion amended the motion to approve the minutes as amended.

**VOTE(S):**

**Subject: Approval of minutes from May 13, 2024 as amended**

**Mover: Robert Dellorco**

**Second: Brian Chandler**

**Result: Passed**

**Details of the vote: Unanimous voice vote**

## **2. Public Introduction of the Owner's Project Manager (OPM), project update & general timeline**

**SUMMARY:**

Town Administrator Jamie Hellen introduced Joe Sullivan, the Owner's Project Manager (OPM) from CHA. Michael D'Angelo and Thomas Mercer provided background on Joe Sullivan's extensive work with the town on past projects like the Senior Center, Fire Station, and High School.

Joe Sullivan outlined the RFQ process, noting 7 firms submitted and 3 were selected for interviews on November 14th. He discussed plans for the architect selection process, contract negotiations, and the design process. The program and site selection will occur simultaneously. Most Police Stations require 4-6 acres. Conceptual design will take the program and test fit it on 3 potential sites. The Committee will vote at each step.

Joe Sullivan emphasized the importance of meeting program needs while making the building architecturally beautiful. He will include at least 3 cost estimates in the contract to keep the designer accountable and manage "design creep." Flexibility is key as Police operations evolve over time.

Public forums will be critical to engage the community. The Committee discussed having 4-5 forums at different stages. A video tour of the current station was suggested to educate the public on current conditions and needs.

Joe Sullivan provided an overview of the construction process, including the pros and cons of

including liquidated damages in the contract. He tracks the critical path to manage the schedule.

Next steps are the architect interviews on November 14th, getting a contract in place by year-end, and starting the programming and site selection process in January.

### **3. Architect Selection Overview - November 14, 2024 Meeting**

#### **a. Request for Qualifications (RFQ) for Designer Services for New Police Station**

##### **SUMMARY:**

This item was discussed as part of agenda item #2. The RFQ process was outlined by Joe Sullivan. Seven firms submitted, and three were selected for interviews on November 14th.

### **4. Adjourn**

**SUMMARY:** Thomas Mercer entertained a motion to adjourn. The motion was made by Robert Dellorco and seconded by Brian Chandler.

##### **VOTE(S):**

**Subject: Motion to adjourn**

**Mover: Robert Dellorco**

**Second: Brian Chandler**

**Result: Passed**

**Details of the vote: Unanimous voice vote**



## **Police Station Building Committee Meeting Minutes**

November 14, 2024

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### **Members Present**

Tom Mercer, PSBC Chair, Town Council Chair; Brian Chandler, PSBC Vice Chair; Robert Dellorco, PSBC Clerk; Jamie Hellen, Town Administrator; Mike D'Angelo, Facilities Director; Thomas Lynch, Chief of Police; Gary Premo, Executive Director of Metacomet Emergency Communications Center (MECC); Jim West, Deputy Chief of Police; Andressa Rosa, Police Officer; Kelsey Alexander, Member At-Large

### **1. Interviews for the Designer Services for New Police Station Request for Qualifications (RFQ)**

#### **a. 6:00 – 6:15: Overview of the RFQ Process (Mike D'Angelo)**

SUMMARY: Mike D'Angelo provided an overview of the RFQ process. The Town advertised the project and received seven proposals from different firms. A Committee comprising Mike D'Angelo, TJ Lynch, Jim West, Joe Sullivan, Pam Vickery, and Kevin reviewed the proposals based on specific criteria outlined in the RFP, such as the number of jobs completed, police stations designed, and police and fire stations designed. The three highest-scoring firms were selected: Kaestle Boos Associates, Tecton Architects, and Context Architecture. The Committee members introduced themselves to the Kaestle Boos Associates team.

#### **b. 6:15 – 7:15: Interview #1: Kaestle Boos Associates**

SUMMARY: The Kaestle Boos Associates team, comprising Todd Costa, Sean Schmigle, Brian Solywoda, Michael McKeon, Luke McKoy, and Katrina Hay, presented their qualifications and approach to the project. They emphasized their experience in designing Public Safety Facilities, strong ties to the Franklin Community, and the

continuity of their project team from start to finish. The team discussed their community engagement process, study process, site selection and design process, and track record of successful projects. They also addressed questions from the Committee regarding ensuring programmatic needs are met while balancing construction costs, reducing costs if bids come in over budget, change order response time, and their experience with renovating historic facades.

c. 7:15 – 8:15: Interview #2: Tecton Architects

SUMMARY: The Tecton Architects team, comprising Jeff McElravy, Rebecca Hopkins, Brad Park, and Scott Turner, presented their qualifications and approach to the project. They highlighted their extensive experience in designing Police Stations and Public Safety Facilities, understanding of Police Department operations, and focus on programmatic flexibility, openness, and security in their designs. The team discussed their approach to site evaluation, building test fits, design process, and lessons learned from previous projects. They also addressed questions from the Committee regarding staying current with technology and best practices, balancing sustainability and construction costs, and their downtown Police Station and historic facade renovation experience.

d. 8:15 – 9:15: Interview #3: Context Architecture

SUMMARY: The Context Architecture team, comprising Jeff Shaw, Peter Nelson, Ellen Light, and Chris Logan, presented their qualifications and approach to the project. They emphasized their experience with feasibility studies, municipal buildings, and Police Stations, as well as their strong team and QA/QC process. The team discussed their approach to community engagement, programmatic flexibility, balancing openness and security, energy efficiency and sustainability, site selection, and space needs programming. They also addressed questions from the Committee regarding staying current with technology and best practices, balancing sustainability and construction costs, post-occupancy deficiencies, and their experience with renovating historic facades.

## **2. Discussion & Final Recommendation**

SUMMARY: The Committee discussed their impressions of the three firms and ranked them in order of preference. Mike D'Angelo and Joe Sullivan provided insights

based on their previous experiences working with the firms. The majority of the committee ranked Kaestle Boos Associates as their first choice, followed by Tecton Architects and Context Architecture. Jamie Hellen, the Town Administrator, made a motion to accept Kaestle Boos Associates as the Architect for the project and enter into contract negotiations, which was seconded by Brian Chandler.

**VOTE(S):**

**Subject: Accept Kaestle Boos Associates as the Architect and enter into contract negotiations**

**Mover: Jamie Hellen**

**Second: Brian Chandler**

**Result: Passed**

**Details of the vote: The vote was unanimous, with all 8 voting members in favor.**

**3. Adjourn**

SUMMARY: The meeting was adjourned.

**VOTE(S):**

**Subject: Adjourn the meeting**

**Mover: Thomas Lynch**

**Second: Gary Premo**

**Result: Passed**

**Details of the vote: The vote to adjourn was taken by voice vote and passed unanimously.**



**Police Station Building Committee**  
**Meeting Minutes**  
February 25, 2025

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**Members Present**

Tom Mercer, PSBC Chair, Town Council Chair; Brian Chandler, PSBC Vice Chair; Robert Dellorco, PSBC Clerk; Jamie Hellen, Town Administrator; Mike D'Angelo, Facilities Director; Thomas Lynch, Chief of Police; Gary Premo, Executive Director of Metacomet Emergency Communications Center (MECC); Jim West, Deputy Chief of Police; Andressa Rosa, Police Officer; Kelsey Alexander, Member At-Large

**1. Introduction of CHA and Kaestle Boos Associates Team**

SUMMARY: Joe Lynch from CHA Consultants introduced himself as the Project Manager on behalf of the city for the potential new Police Station. He then introduced the Kaestle Boos Associates (KBA) Architecture Team, including Todd Costa who leads the Public Safety Studio, Sean Schmigle the Project Manager, and Eric Roise the Lead Landscape Architect. They provided an overview of KBA's mission, history specializing in public safety design, and recent projects in similar sized communities.

**2. Launch the project website**

SUMMARY: Sean Schmigle walked through a draft of the project specific website they are working on launching soon. The website will include project updates, information about the department, existing conditions, the Project Team, and frequently asked questions. Town Administrator Jamie Hellen and Tom Mercer discussed timing of when to launch the website publicly, agreeing they want to wait until enough substantive information is available, likely in a few weeks once videos of the current Station are ready.

### **3. Presentation and discussion on the site evaluation process and preliminary timeline**

SUMMARY: The KBA team presented their preliminary site fit studies for the three potential sites under consideration – the Davis Thayer School site, the Parmenter School site, and a small residential site on Grove St. Eric Roise provided an overview of the site evaluation process, constraints, and next steps needed like surveying and soil testing once a preferred site emerges.

Sean Schmigle discussed the preliminary building size of 37–38,000 sq ft plus outbuilding storage that the police department requires. Floor plan development is in early stages focused on adjacencies and flows. More detailed plans will come together as a site is selected.

Extensive discussion occurred on the Parmenter School site. Town Administrator Jamie Hellen clarified the property deed has no restrictions preventing the Town from reusing the site for a non-school purpose. However, Town Administrator Jamie Hellen acknowledged the Town should still look to honor the Parmenter family name in some way if that site is chosen. Robert Dellorco emphasized the importance of reaching out to the Parmenter family for their input.

Brief discussion touched on still evaluating the potential of reusing/expanding the current Police Station site. Town Administrator Jamie Hellen said expanding the headquarters there is highly unlikely, but satellite functions may make sense to keep near the High School.

Chief Thomas Lynch provided background on the severe space constraints and inadequacies of the current Station for modern policing functions. The force has nearly doubled in size to 58 sworn officers and 5 civilians working out of the same 10,000 sq ft building as when it opened in 1991 for 31 total staff. Lack of locker room, storage, meeting/training, and parking space are major issues.

On project timeline, the Committee discussed scheduling 3–4 public open house tours of the current station before the new website launches, likely in April–June. Remington–Jefferson and Horace Mann school projects may be combined with the Police Station for a single Town debt exclusion vote in roughly 1.5–2 years. Station project costs are very preliminarily estimated around \$30–40 million in the current inflationary environment.

#### **4. Adjourn**

**VOTE(S):**

**Subject: Motion to adjourn**

**Mover: Robert Dellorco**

**Second: Brian Chandler**

**Result: Passed**

**Details of the vote: [Details not provided]**



Police Station Building Committee  
Meeting Minutes  
August 6, 2025

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Members Present

Tom Mercer, PSBC Chair, Town Council Chair; Jamie Hellen, Town Administrator; Thomas Lynch, Chief of Police; Jim West, Deputy Chief of Police; Kelsey Alexander, Member At-Large; Andrew Woodward, Member At-Large

Members Absent

Brian Chandler, PSBC Vice Chair, Robert Dellorco, PSBC Clerk, Mike D'Angelo, Facilities Director, Gary Premo, Executive Director of Metacomet Emergency Communications Center (MECC), Andressa Rosa, Police Officer

Chair Mercer called the meeting to order at 5:07 PM.

The Police Station Building Committee was hosted by the Franklin Police Department to have a tour of the facility at 911 Panther Way. Chief of Police TJ Lynch gave the committee a one hour tour of the entire inside and outside premises of the station. Similar tours will be offered in Open House formats throughout the fall. Three additional citizens attended the meeting: Steve Sherlock and the Rittenhouse family.

Chair Mercer declared the meeting adjourned at 6:23 PM.