

**Public Safety Building Advisory Committee  
Meeting Minutes  
March 12, 2018  
Monday 8:30 AM - Cape May City Hall**

**Roll Call Committee Board Members**

- Jerry Gaffney, Chair - Y
- Wister “Barney” Dougherty, Vice-Chair - Y
- Fire Chief Alexander Coulter - N
- Police Chief Anthony Marino - Y
- Rick Lundholm, OEM Coordinator - Y
- Louis Belasco, Cape May City Tax Assessor - Y
- James Matthews, Cape May Volunteer Fire Department President - Y
- Scott Griffith, Citizen - Y
- Robert Lamendola, Citizen – Y
- Rosanne Traficante, Citizen and Secretary - Y
- Kathleen Wyatt, Citizen and Secretary - Y
- Deputy Mayor Shaine Meier, Council Liaison – Y
- Mayor Chuck Lear - Y

**Meeting Purpose:** At the Mayor's request, discuss any issues prior to the Bond Ordinance Vote on March 20.

**Chairman's Remarks – Jerry Gaffney**

- Opened meeting with statement regarding upcoming vote on March 20<sup>th</sup>.

**Discussion:**

- **Statement of Purpose:** Build a safe, secure PSB in compliance with current federal, state and local requirements to support short term day to day operations for police, fire and emergency with capacity to support long-term emergency situations.
- **PSB Key Components:**
  - Secure Building with limited access. It is not public administration building
  - Have a life cycle of 30-50 years to support new building codes and future capacity
  - Durable and well maintained meeting coastal wind requirements
  - Sustain personnel in a long term emergency 7x24 hour crises situation
  - Technology and security to bring support services to current standards
- **Key Project Tasks and Completion:**

1. Public Information and Transparency
2. West Cape May Temporary Process
3. Project Timeline and Milestones

Tom Thornton: Following up on our meeting yesterday, below is a preliminary schedule for the design and construction of the Public Safety Building. I had suggested four months for the design phase, but in discussing this further here in the office, eight months should be allocated for the design phase due to the complexity of the project, multiple disciplines involved, and anticipated meetings with the committee during the design phase.

This schedule also provides for a 14-month construction period, which puts the **project completion at December 2020.**

- Begin property survey: April 2018
- Complete property survey and base map: June 2018
- Determine short list of architects, develop Request for Proposals, solicit proposals: August 2018
- Receive proposals: September 2018
- Review proposals, select architect: October 2018
- Award architectural and engineering (site design) services: November 2018
- Complete design and advertise for construction bids: July 2019
- Receive construction bids: September 2019
- Award construction contract: October 2019
- Complete construction (14-month completion period): December 2020

### Action Item Report:

- March 16 – Fire and Police Department Tours – 10:00 – 2:00 PM. Committee members meet in Fire Department Break room
- March 20<sup>th</sup> Citizen Support Prior to Vote at City Council Meeting

### Correspondence Received:

- None

### New Business:

- Kate Wyatt attended the Master Plan Advisory (MPA) Committee Meeting on March 13 at 2:00 PM. Purpose was to share Public Safety Building Advisory Committee information with the MPA committee as this task moves out into the community. You should be aware of the information on the current Master Plan Page 120 for suggested solar energy on new city buildings. The Master Plan will include traffic flow and items of interest to public safety.

## **Public Comment:**

- None

## **Adjourned**

- 10:45 AM

Meeting Minutes respectfully submitted,

Kathleen Wyatt