

# Town of Sandwich

THE OLDEST TOWN ON CAPE COD

130 MAIN STREET  
SANDWICH, MA 02563

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BOARD OF  
SELECTMEN

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TOWN  
MANAGER

## BOARD OF SELECTMEN AGENDA November 10, 2014 – 4:00 P.M. Sandwich Town Hall – 130 Main Street

1. Pledge of Allegiance
  
2. Public Safety Planning Efforts
  - A. Personnel Issues & FY'16 Budget Recommendations
    - FY'16 Budget Preparation Process
    - Public Safety Planning Group Recommendation
      - Additional Personnel – (1) Detective & (4) Firefighters
      - Additional Personnel – Joint, Civilian Public Safety Dispatch
    - Board of Selectmen Direction
  
  - B. Capital Issues & Building Needs
    - Public Safety Planning Group Recommendation
    - Additional Response Time Data
    - Preliminary Opinion of Probable Project Costs
    - Public Safety Headquarters
    - East Sandwich Fire/EMS Substation Location
    - "Downtown" Fire/EMS Substation Location
      - Potential Chamber of Commerce Office Location
    - Board of Selectmen Direction
    - Town Counsel Input on Structure of Warrant Article(s) & Ballot Question(s)
  
3. Adjournment

**NEXT MEETING:** Thursday, November 20, 2014, 7:00 P.M., Town Hall

## **PUBLIC SAFETY PLANNING WORKSHOP ATTACHMENTS:**

### 1. Public Safety Personnel Information

- a. Public Safety Planning Group Recommendations – October 9, 2014
- b. Summary Packet of Recommended FY'16 Personnel Initiatives
  - Executive Summary
  - Initiative #1 – Proposed New Public Safety Positions for FY'16
  - Initiative #2 – Estimated Current Dispatch Costs
  - Initiative #2 – Combined Civilian Dispatch Cost Estimates
  - Initiative #2 – Police Department Current Officer Cost Estimates
  - Initiative #2 – Additional Cost to Implement Combined Civilian Dispatch
  - Initiative #2 – Dispatch Recommendations to Board of Selectmen

### 2. Public Safety Capital Building Information

- a. Public Safety Planning Group Recommendations – October 9, 2014
- b. Response Time Maps
  - Existing Conditions – Staffed Headquarters & Forestdale Substation
  - New Headquarters, DPW Substation, SHS Substation
  - New Headquarters, DPW Substation, Route 6A East Sandwich Substation
  - New Headquarters, Current Headquarters as Substation, SHS Substation
  - New Headquarters, Current Headquarters as Substation, Route 6A East Sandwich Substation
- c. Floor Plans
  - Headquarters
  - Two-Story Substation
- d. Preliminary Opinion of Probable Project Costs
  - Complete Recommended Project: New Headquarters & (2) New Substations at DPW & SHS Locations
  - New Headquarters Only
  - New SHS or DPW Substation
  - New Route 6A East Sandwich Substation
- e. Site Plans
  - Route 6A East Sandwich Substation
  - Site Rating Table: SHS v. Route 6A East Sandwich Substation
  - DPW Substation
- f. E-Mail on Structure of Warrant Article(s) & Ballot Question(s)

## PUBLIC SAFETY PLANNING GROUP PRIORITIZED RECOMMENDATIONS

October 9, 2014 – Board of Selectmen Meeting

1. Construct joint public safety headquarters at intersection of Quaker Meetinghouse and Cotuit Roads
  - Approximately 35,000 sq. ft., a 45% size reduction since March 2012
  - Addresses current Police & Fire Station building inadequacies & operational inefficiencies
  - Largest population & call volume served
  
2. Construct a new Fire Department substation in East Sandwich
  - Two stories, approximately 7,300 sq. ft.
  - Sandwich High School, 377 Quaker Meetinghouse Road **OR** Station #2, 466 Route 6A
  - PSPG recommends Sandwich High School location for response optimization & cost savings
  
3. Retain existing Fire Department headquarters to be used & renovated as a substation in the short term
  - Longer term goal of new substation near DPW facility on Route 130
  - Once Police Station vacated building could be offered to Sandwich Chamber of Commerce & SEIC
  
4. Immediate FY'16 staffing plan goal regardless of any new buildings
  - (1) Police Detective
  - (4) Firefighter/EMS personnel
  
5. Longer term staffing needs
  - Joint, civilian dispatch – address locally or regionally
  - (8) Firefighter/EMS personnel only if East Sandwich substation approved
  - Additional Police Department staff focusing on adding one additional Police Officer per shift once dispatch issue is resolved

**EXECUTIVE SUMMARY**

We recommend that the Board of Selectmen support the following two initiatives for the FY'16 General Government budget which will substantially improve the delivery of public safety services in Sandwich :

Initiative #1. Hire (1) Police Detective and (4) Firefighter / EMS positions. (See p. 2 for details.)

Initiative #2. Implement joint, civilian public safety dispatch program locally with a commitment to consider any regional dispatch effort that is implemented on Cape Cod. (See pp. 3-7 for details.)

**Initiative #1 - (1) Police Detective & (4) Firefighter / EMS Positions**

Breakout by Budget Account (See p. 2)

Operating Budgets - Police & Fire	333,500	Add to Police (210) & Fire (220) Budgets
940 - Insurance & Liability Account	3,725	Add to Insurance / Liability Account
Health Insurance	72,500	Add to Health Insurance Appropriation
Retirement - Future Assessment	28,130	Do Not Add to Budget
Total Initiative #1:	437,855	

**Initiative #2 - Implement Joint, Civilian Public Safety Dispatch Locally**

Breakout by Budget Account (See p. 6)

Operating Budgets - Police & Fire	99,714	Add to Police (210) & Fire (220) Budgets
940 - Insurance & Liability Account	210	Add to Insurance / Liability Account
Health Insurance	72,500	Add to Health Insurance Appropriation
Retirement - Future Assessment	24,500	Do Not Add to Budget
Total Initiative #2:	196,924	

**GRAND TOTAL - Recommended Initiatives #1 & #2**

Breakout by Budget Account (See pp. 2 & 6)

Operating Budgets - Police & Fire	433,214	Add to Police (210) & Fire (220) Budgets
940 - Insurance & Liability Account	3,935	Add to Insurance / Liability Account
Health Insurance	145,000	Add to Health Insurance Appropriation
Retirement - Future Assessment	52,630	Do Not Add to Budget
Grand Total Initiatives #1 & #2:	634,779	

**GRAND TOTAL As Percentage of Total General Government Operating Budget**

New Operating Budget Funds Needed	433,214
FY'15 General Government Budget	14,698,375
% Increase Needed for New Funds	2.95%

If \$250,000 from PAYT savings is applied to the New Operating Budget Funds Needed, this total drops to \$183,214, or 1.25% above the FY'15 General Government Budget.

**PROPOSED NEW PUBLIC SAFETY POSITIONS FOR FY'16 BUDGET**

**Fire Department - 4 Firefighter / EMS Positions**

<b>Category:</b>	<b>Staff:</b>	<b>FY'15 Cost</b>	<b>Comments:</b>
Firefighter Salaries	4	220,000	\$55,000 / ave. Firefighter
OT Estimate	4	30,000	
Health Insurance Costs	4	58,000	\$14,500 average for all employees
Retirement Costs	4	21,800	9% up to \$30K; 11% above \$30K
Police & Fire Accident Coverage	4	3,000	Rate = \$725 / Firefighter
Clothing, Stipends, Etc.	4	6,000	\$1,500 / Firefighter
Protective Turn-out Gear	4	12,000	\$3,000 / Firefighter; One-time Only

**Total Fire Department Positions:** 350,800

**Notes:**

- this allows all shifts to start with one additional assigned FF, thereby establishing 2 full ambulance crews and a supervisor if everyone is present

**Police Department - Detective Position**

<b>Category:</b>	<b>Staff:</b>	<b>FY'15 Cost</b>	<b>Comments:</b>
Patrolman Salary	1	63,000	\$63,000 / ave. Officer
Detective Stipend	1	1,500	
Health Insurance Costs	1	14,500	\$14,500 average for all employees
Retirement Costs	1	6,330	9% up to \$30K; 11% above \$30K
Police & Fire Accident Coverage	1	725	Rate = \$725 / Officer
Clothing, Stipends, Etc.	1	1,000	\$1,000 / Officer

**Total Fire Department Positions:** 87,055

**GRAND TOTAL NEW POSITIONS:** **437,855**

**Breakout by Budget Account**

210 - Police Department	65,500	Add to Police Budget
220 - Fire Department	268,000	Add to Fire Budget
940 - Insurance & Liability Account	3,725	Add to Insurance / Liability Account
Health Insurance	72,500	Add to Health Insurance Appropriation
Retirement	28,130	Do Not Add to Budget; Assessment
	<hr/>	
	437,855	

**ESTIMATED CURRENT DISPATCH COSTS**

**FIRE DEPARTMENT CURRENT DISPATCH COST ESTIMATES**

<b>Category:</b>	<b>Staff:</b>	<b>FY'15 Cost</b>	<b>Comments:</b>
Dispatcher Salaries	4	223,942	Actual
Health Insurance Costs	4	40,347	Actual
Retirement Costs	4	22,234	9% up to \$30K; 11% above \$30K
Worker's Compensation	4	20	Rate = .09% x Salary
Clothing, Stipends, Etc.	4	6,800	
Dispatch-Related OT		104,527	
Annual Training Costs		4,740	
Annual Capital/IT Costs		5,000	
CMED Payment to Sheriff's Office		15,000	Budgeted Amount
E-911 PSAP Funds		0	Loss of Revenue to Department

**Total Current SFD Dispatch Costs:** 422,610

**Notes:**

- SFD has 4 Civilian Dispatchers currently; Firefighters assist with OT coverage
- Dispatcher contract allows joint/regional dispatch with 180 days involvement; 90 days formal written notice
- (1) 24-hour shift per day & staff regularly gets held to work consecutive shifts
- current system is not sustainable

**POLICE DEPARTMENT CURRENT DISPATCH COST ESTIMATES**

<b>Category:</b>	<b>Staff:</b>	<b>FY'15 Cost</b>	<b>Comments:</b>
Dispatcher Salaries	6	378,000	\$63,000 / ave. Patrolman
Health Insurance Costs	6	87,000	\$14,500 average for all employees
Retirement Costs	6	35,120	9% up to \$30K; 11% above \$30K
Police & Fire Accident Coverage	6	4,350	Rate = \$725 / Officer
Clothing, Stipends, Etc.	6	6,000	
Dispatch-Related OT		137,000	FY'09 Budget: \$367,000 - \$230,000
Annual Training Costs		40,000	32 hr/officer at OT Rate
Annual Capital/IT Costs		5,000	
CMED Payment to Sheriff's Office		0	See Fire Department Budget
E-911 PSAP Funds		-118,019	FY'14 Total; 3-yr. ave. = \$65,923

**Total Current SPD Dispatch Costs:** 574,451

**Notes:**

- Police Department uses Officers to provide dispatch services on a rotating basis, including OT
- Police Department Union contracts allow us to go to civilian dispatch provided no Officers lose jobs
- (3) 8-hour shifts per day

**GRAND TOTAL CURRENT COSTS:** **997,061**

**COMBINED CIVILIAN DISPATCH COST ESTIMATES  
9 DISPATCHERS - 5 & 2 SCHEDULE**

<b>Category:</b>	<b>Staff:</b>	<b>FY'15 Cost</b>	<b>Comments:</b>
Dispatcher Salaries	9	429,000	\$46,556 per Dispatcher & Supervisor \$
Shift Differential	9	8,320	
Health Insurance Costs	9	130,500	\$14,500 average for all employees
Retirement Costs	9	44,100	9% up to \$30K; 11% above \$30K
Worker's Compensation	9	405	Rate = .09% x Salary
Clothing, Stends, Etc.	9	9,000	
Dispatch-Related OT		108,831	OT + Flexibility for Part-time Staff
Annual Training Costs		4,835	APCO & State 911 (16 hr/yr)
Annual Capital/IT Costs		10,000	
Transition / Start-up Costs		15,000	One-time Only
E-911 PSAP Funds		-76,476	Covers PSAP related expenses

**Total Combined Civilian Dispatch Costs:** **683,515**

- Notes:**
- this scenario would have 9 civilian dipatchers providing 24-hour coverage in Sandwich
  - the work schedule would be for (3) 8-hour shifts per day
  - Dispatcher contract allows joint/regional dispatch with 180 days involvement; 90 days formal written notice
  - since the Police Union contract does not allow Officers to be discharged to hire Dispatchers, the effect of this would add one additional Officer per shift in the Police Department, a long desired goal / need
  - the 9 Dispatchers would be cross-trained to handle both Police & Fire calls
  - no Police Officers or Firefighters would provide OT coverage
  - Town would retain PSAP funds
  - addresses all "Dark Station" and prisoner lock-up & oversight issues
  - current public safety dispatch operations & schedule are not working as efficiently or effectively as they could be
  - Fire Department recently converted to the same dispatch software program as Police Department

**Breakout by Budget Account**

Operating Budgets - Police & Fire	498,510	Operating Budgets
197 - Annual Capital/IT Costs	10,000	Already in IT Budget
940 - Insurance & Liability Account	405	Add to Insurance / Liability Account
Health Insurance	130,500	Add to Health Insurance Appropriation
Retirement	44,100	Do Not Add to Budget; Assessment
	<hr/> 683,515	

**POLICE DEPARTMENT CURRENT OFFICER COST ESTIMATES**

<b><u>Category:</u></b>	<b><u>Staff:</u></b>	<b><u>FY'15 Cost</u></b>	<b><u>Comments:</u></b>
Dispatcher Salaries	6	378,000	\$63,000 / ave. Patrolman
Health Insurance Costs	6	87,000	\$14,500 average for all employees
Retirement Costs	6	35,120	9% up to \$30K; 11% above \$30K
Police & Fire Accident Coverage	6	4,350	Rate = \$725 / Officer
Clothing, Stipends, Etc.	6	6,000	

**Total Current SPD Dispatch Costs:** **510,470**

**Notes:**

- because no Officers can lose their jobs due to civilian dispatch, need to fund their salaries to retain them
- all the rest of the employee related costs (health insurance, retirement, etc.) are already in the budget

**TOTAL EST. ADDITIONAL COST TO COMMENCE LOCAL COMBINED DISPATCH IN FY'16**

<u>Cost Savings for Combined Dispatch:</u>	
Total Combined Dispatch Costs (Page 4)	683,515
Total Current Dispatch Costs (Page 3)	<u>-997,061</u>
Cost Savings for Combined Dispatch	-313,546
Requirement to Retain (6) Officers (Page 5)	510,470

**TOTAL EST. NEW COST FOR  
COMBINED DISPATCH IN FY'16 =** **196,924**

**Notes:**

- for approx. \$200,000 in additional expenses, combined local dispatch can be implemented for FY'16
- this implementation - combined with the planned hiring of an additional Police Detective & (4) Firefighters - would drastically improve the delivery of Police & Fire services in Sandwich for the foreseeable future
- if support is provided for this additional funding, we are unanimously committed to exploring any future regional dispatch options when they become available
- a decision could be made at that time about whether to stay with local combined dispatch or become part of a regional dispatch solution
- the Police & Fire Departments are currently using the same dispatch software program
- all public safety union contracts allow for the implementation of joint, civilian dispatch
- sufficient space exists in the Police Department dispatch area to house (2) dispatchers at the same time
- any additional capital costs to establish the 2 dispatch consoles in the Police Department can be paid from 911 grant funds

**Breakout by Budget Account**

Operating Budgets - Police & Fire	99,714	Salary Costs
940 - Insurance & Liability Account	210	5 Dispatchers
Health Insurance	72,500	5 Dispatchers
Retirement - Future Assessment	<u>24,500</u>	5 Dispatchers - Do Not Add to Budget
	196,924	

**DISPATCH RECOMMENDATIONS TO BOARD OF SELECTMEN**

1. We recommend the FY'16 General Government budget includes sufficient additional funding - approximately \$100,000 in the General Government operating budget and \$200,000 total - to implement combined civilian dispatch in the Police & Fire Departments on 7/1/15.
  
2. We recommend the Board of Selectmen submit a letter to the Barnstable County Sheriff's Office supporting their State grant efforts to establish a regional dispatch center. This letter should also express support for the governance model currently being proposed by the Sheriff's Office.
  
3. We recommend the Board of Selectmen commit to considering which option - local or regional - makes the most sense in terms of financial cost and quality of service provided when any regional option becomes available.
  
4. A significant benefit of starting combined civilian dispatch for FY'16 occurs if a decision is made at a later date to participate in a regional dispatch solution. Depending on the level of savings realized from participating in a regional solution, funds would already exist in the appropriate operating budget(s) to address legitimate local concerns like dark stations and prisoner oversight issues.

## PUBLIC SAFETY PLANNING GROUP PRIORITIZED RECOMMENDATIONS

October 9, 2014 – Board of Selectmen Meeting

1. Construct joint public safety headquarters at intersection of Quaker Meetinghouse and Cotuit Roads
  - Approximately 35,000 sq. ft., a 45% size reduction since March 2012
  - Addresses current Police & Fire Station building inadequacies & operational inefficiencies
  - Largest population & call volume served
  
2. Construct a new Fire Department substation in East Sandwich
  - Two stories, approximately 7,300 sq. ft.
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  - PSPG recommends Sandwich High School location for response optimization & cost savings
  
3. Retain existing Fire Department headquarters to be used & renovated as a substation in the short term
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  - Once Police Station vacated building could be offered to Sandwich Chamber of Commerce & SEIC
  
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  - (1) Police Detective
  - (4) Firefighter/EMS personnel
  
5. Longer term staffing needs
  - Joint, civilian dispatch – address locally or regionally
  - (8) Firefighter/EMS personnel only if East Sandwich substation approved
  - Additional Police Department staff focusing on adding one additional Police Officer per shift once dispatch issue is resolved

RESPONSE TIME

MAPS TO BE

INSERTED

HERE...

**PROGRESS PRINT**  
DATE: 6/4/2014 8:57:57 AM  
NOT FOR CONSTRUCTION

ISSUE DATE	
DATE	DESCRIPTION
07/13/10	

REVISIONS	
DATE	DESCRIPTION

FOR ALL ABBREVIATIONS, SYMBOL LEGENDS,  
AND GENERAL NOTES SEE SHEET R0.01

KEY PLAN  
SCALE: AS NOTED  
PROJECT TRUE

**SANDWICH PUBLIC SAFETY FACILITY**

PROJECT ADDRESS

PROJECT NO.: ##### DRAWN BY: Author

**MAIN LEVEL FLOOR PLAN**

DRAWING NO.:  
**A1.01**



Area Schedule (Gross Building)		
Name	Area	Level
Main Floor	15843.48 SF	LEVEL 1
Apparatus Bays	8014.22 SF	LEVEL 1
Upper Floor	8184.47 SF	LEVEL 2
Mezzanine	1018.89 SF	LEVEL 2
Grand total: 4	33061.06 SF	

**1** MAIN LEVEL FLOOR PLAN  
1/8" = 1'-0"

**PROGRESS PRINT**  
DATE: **6/4/2014 8:57:58 AM**  
NOT FOR CONSTRUCTION

ISSUE DATE	
DATE	DESCRIPTION
09/23/13	
REVISIONS	
DATE	DESCRIPTION

FOR ALL ABBREVIATIONS, SYMBOL LEGENDS,  
AND GENERAL NOTES SEE SHEET R0.01

KEY PLAN  
SCALE: AS NOTED  
PROJECT TRUE

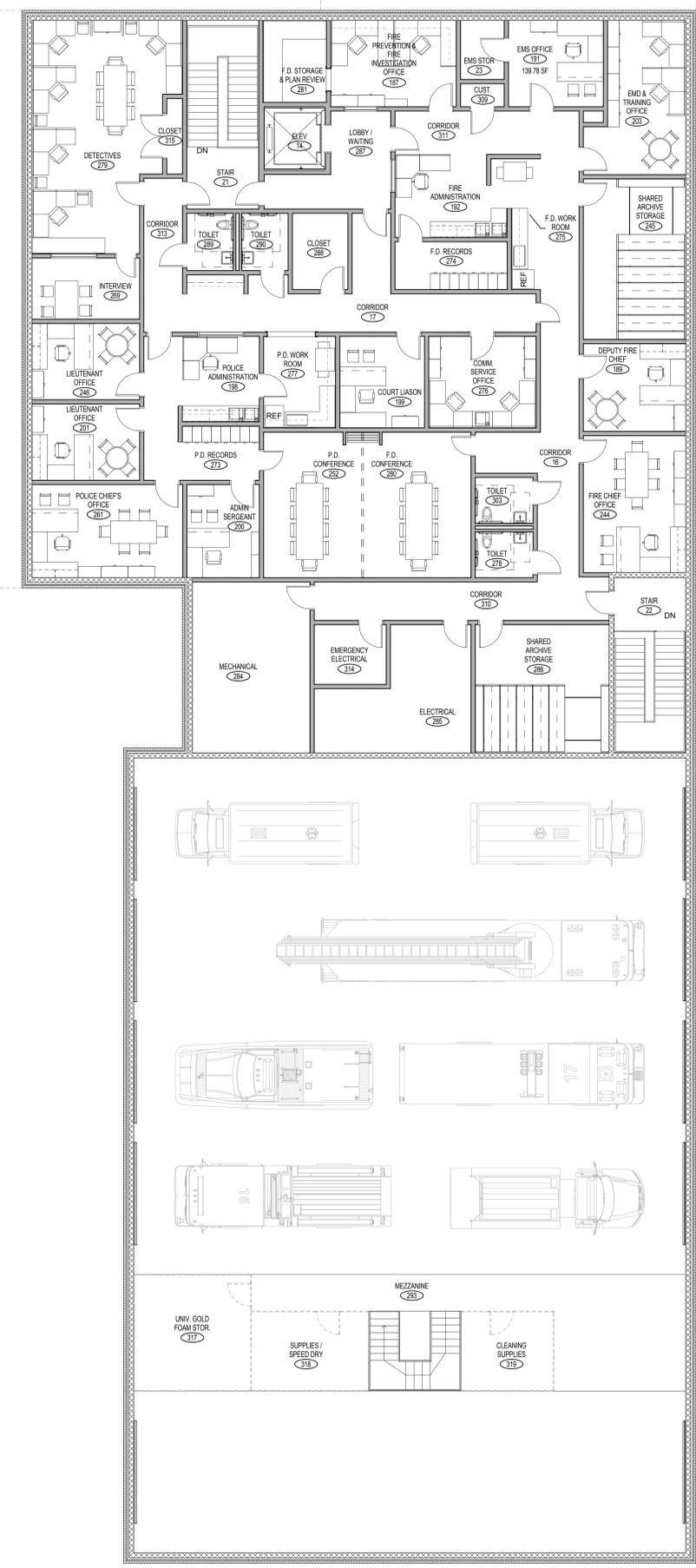
**SANDWICH PUBLIC SAFETY FACILITY**

PROJECT ADDRESS

PROJECT NO.: ##### DRAWN BY: Author

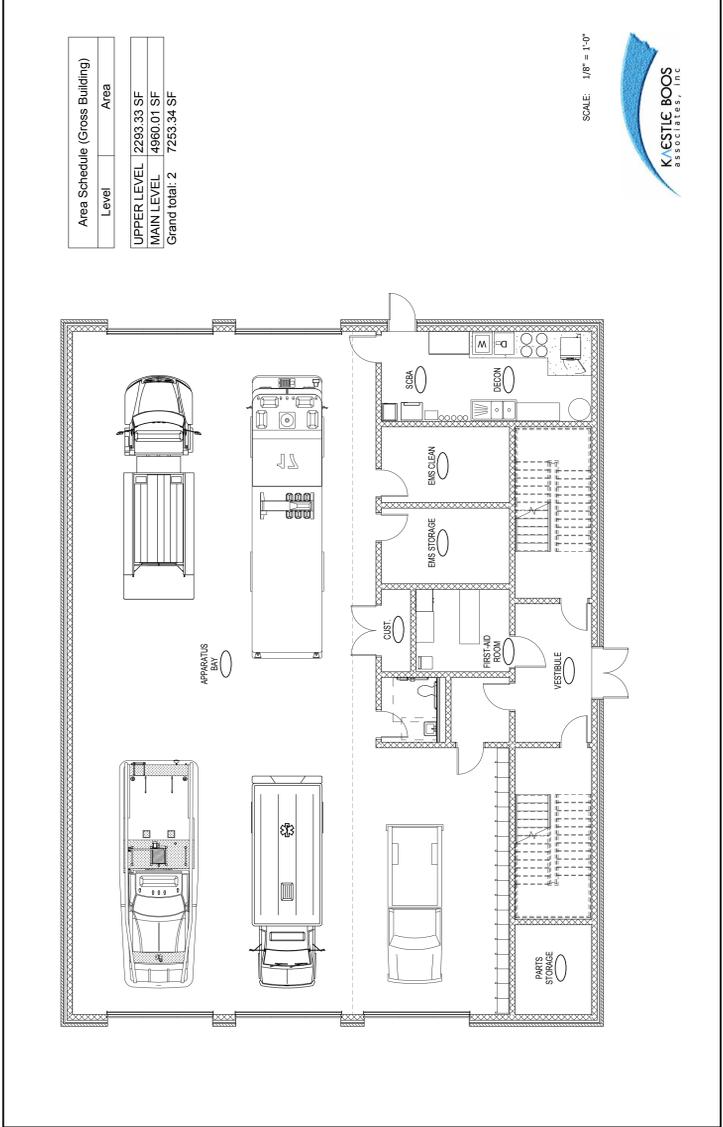
**UPPER LEVEL FLOOR PLAN**

DRAWING NO.:  
**A1.02**



Area Schedule (Gross Building)		
Name	Area	Level
Main Floor	15843.48 SF	LEVEL 1
Apparatus Bays	8014.22 SF	LEVEL 1
Upper Floor	8184.47 SF	LEVEL 2
Mezzanine	1018.89 SF	LEVEL 2
Grand total:	33061.06 SF	

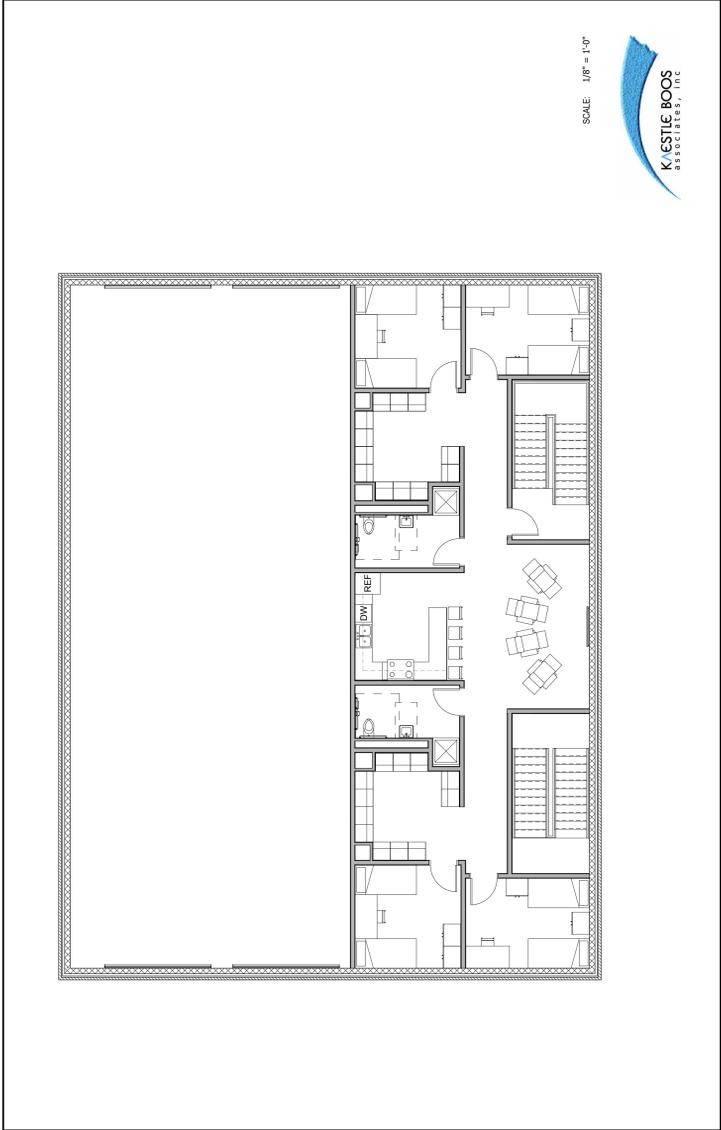
**1** UPPER LEVEL FLOOR PLAN  
1/8" = 1'-0"



Area Schedule (Gross Building)	
Level	Area
UPPER LEVEL	2293.33 SF
MAIN LEVEL	4660.01 SF
Grand Total: 2	7253.34 SF

SCALE: 1/8" = 1'-0"





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SCALE: 1/8" = 1'-0"





**Sandwich, Massachusetts**  
**Public Safety Facilities (Complete Project)**  
**Preliminary Opinion of Probable Project Cost**  
 October 9, 2014



Item	Description	Sub Total	Cost	Comment
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**Site Development Cost**

Combined Public Safety facility		\$1,400,000		
SubStation 1 Site (DPW)		\$350,000		
SubStation 2 Site (HS)		\$350,000		

**Building Construction Cost**

Main Bldg	33,100 SF	350 \$/SF	\$11,585,000	
SubStation 1	7,254 SF	275 \$/SF	\$1,994,850	
SubStation 2	7,254 SF	275 \$/SF	\$1,994,850	

**\$17,674,700**

Design & Pricing Contingency	15%	\$2,651,205		
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*Trade Cost Subtotal* **\$20,325,905**

GC Mark-Ups				
General Conditions	12%	\$2,439,109		
Insurance	1%	\$227,650		
Bonds	0.75%	\$172,445		
Permit		\$0		
G.C. Fee	3%	\$694,953		

*Estimated Construction Cost* **\$23,860,062**

Escalation allowance	6%	\$1,432,000		
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***Estimated Construction Cost (Fall 2015)* \$25,292,060**

**Owner's Costs**

Land Survey		\$40,000		
Geotech		\$27,555		
Arch. & Eng. Fees		\$2,276,000		
Reimbursable Expenses		\$115,000		
Project Management		\$885,000		
Structural Peer Review		\$100,000		
Furnishings, Furniture & Equipment		\$476,000		
Technology Equipment		\$200,000		
Communications Equipment		\$500,000		
Reproduction /Miscellaneous		\$30,000		
Legal/Advertising		\$10,000		
Material Testing		\$75,000		
Owner's Contingency(5% of Total Project Cost)		\$1,501,000		

based on \$10/sf  
 designer estimate  
 allowance  
 designer estimate  
 allowance

***Estimated Owner's Construction Phase Costs* \$6,235,555**

**Total Project Cost**

**\$31,527,615**



# Sandwich, Massachusetts

## Public Safety Facilities (New Headquarters Only)

### Preliminary Opinion of Probable Project Cost

October 9, 2014



Item	Description	Sub Total	Cost	Comment
<b><u>Site Development Cost</u></b>				
	Combined Public Safety facility	\$1,400,000		
<b><u>Building Construction Cost</u></b>				
Main Bldg	33,100 SF @ 350 \$/SF	\$11,585,000		
		<b>\$12,985,000</b>		
Design & Pricing Contingency	15%	\$1,947,750		
	<i>Trade Cost Subtotal</i>	<b>\$14,932,750</b>		
GC Mark-Ups				
General Conditions	12%	\$1,791,930		
Insurance	1%	\$167,247		
Bonds	0.75%	\$126,689		
Permit		\$0		
G.C. Fee	3%	\$510,558		
	<i>Estimated Construction Cost</i>	<b>\$17,529,175</b>		
Escalation allowance	6.0%	\$1,052,000		
	<b><i>Estimated Construction Cost (Fall 2015)</i></b>	<b>\$18,581,170</b>		
<b><u>Owner's Costs</u></b>				
Land Survey		\$20,000		
Geotech		\$15,000		
Arch. & Eng. Fees		\$1,765,000		
Reimbursable Expenses		\$100,000		
Project Management		\$650,000		
Structural Peer Review		\$17,000		
Furnishings, Furniture & Equipment		\$331,000		
Technology Equipment		\$149,000		based on \$10/sf designer estimate allowance
Communications Equipment		\$400,000		designer estimate allowance
Reproduction /Miscellaneous		\$25,000		
Legal/Advertising		\$10,000		
Material Testing		\$50,000		
Owner's Contingency(5% of All Cost)		\$1,106,000		
	<b><i>Estimated Owner's Construction Phase Costs</i></b>	<b>\$4,638,000</b>		
<b>Total Project Cost</b>			<b>\$23,219,170</b>	



**Sandwich, Massachusetts**  
**HS / DPW Substation Only**  
**Preliminary Opinion of Probable Project Cost**  
 October 6, 2014



Item	Description	Sub Total	Cost	Comment
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**Site Development Cost**

SubStation 2 Site		\$350,000		
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**Building Construction Cost**

SubStation 2	7,254 SF 275 \$/SF	\$1,994,850		
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**\$2,344,850**

Design & Pricing Contingency	15%	\$351,727.50		
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*Trade Cost Subtotal* **\$2,696,578**

**GC Mark-Ups**

General Conditions	12%	\$323,589		
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Insurance	1%	\$30,202		
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Bonds	0.75%	\$22,878		
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Permit		\$0		
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G.C. Fee	3%	\$92,197		
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*Estimated Construction Cost* **\$3,165,444**

Escalation allowance	6%	\$190,000		
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***Estimated Construction Cost (Fall 2015)* \$3,355,440**

**Owner's Costs**

Land Survey		\$20,000		
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Geotech		\$15,000		
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Arch. & Eng. Fees		\$319,000		
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Reimbursable Expenses		\$25,000		
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Project Management		\$117,000		
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Structural Peer Review		\$5,000		
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Furnishings, Furniture & Equipment		\$73,000		
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Technology Equipment		\$33,000		
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Communications Equipment		\$50,000		
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Reproduction /Miscellaneous		\$25,000		
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Legal/Advertising		\$10,000		
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Material Testing		\$50,000		
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Owner's Contingency(5% of Owner's Cost)		\$205,000		
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***Estimated Owner's Construction Phase Costs* \$947,000**

based on \$10/sf  
 designer estimate  
 allowance  
 designer estimate  
 allowance

**Total Project Cost**

**\$4,302,440** each substation



# Sandwich, Massachusetts

## Station 2 Sub-Station Renovation

### Preliminary Opinion of Probable Project Cost

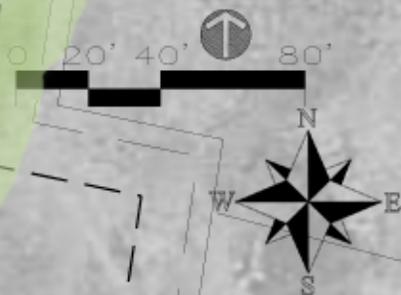
October 6, 2014



Item	Description	Sub Total	Cost	Comment
<b><u>Site Development Cost</u></b>				
	SubStation 2 Site	\$350,000		
	Existing Building Demolition	\$100,000		
	Poor Soil Structural Impact	\$70,000		
	Septic system	\$33,000		
	Poor Soil impact	\$30,000		
		<u>\$583,000</u>		
<b><u>Building Construction Cost</u></b>				
	SubStation 2	7,254 SF 285 \$/SF	\$2,067,390	
			<b>\$2,650,390</b>	
	Design & Pricing Contingency	15%	\$397,558.50	
		<i>Trade Cost Subtotal</i>	<b>\$3,047,949</b>	
	GC Mark-Ups			
	General Conditions	12%	\$365,754	
	Insurance	1%	\$34,137	
	Bonds	0.75%	\$25,859	
	Permit		\$0	
	G.C. Fee	3%	\$104,211	
		<i>Estimated Construction Cost</i>	<b>\$3,577,909</b>	
	Escalation allowance	6%	\$215,000	
		<b><i>Estimated Construction Cost (Fall 2015)</i></b>	<b>\$3,792,910</b>	
<b><u>Owner's Costs</u></b>				
	Land Survey		\$20,000	
	Geotech		\$15,000	
	Arch.& Eng.Fees		\$360,000	
	Reimbursable Expenses		\$25,000	
	Project Management		\$133,000	
	Structural Peer Review		\$5,000	
	Furnishings, Furniture & Equipment		\$73,000	
	Technology Equipment		\$33,000	
	Communications Equipment		\$50,000	
	Reproduction /Miscellaneous		\$25,000	
	Legal/Advertising		\$10,000	
	Material Testing		\$50,000	
	Owner's Contingency(10% of Owner's Cost)		\$459,000	
		<b><i>Estimated Owner's Construction Phase Costs</i></b>	<b>\$1,258,000</b>	
				based on \$10/sf designer estimate allowance
				designer estimate allowance
<b>Total Project Cost</b>			<b>\$5,050,910</b>	

50' WETLAND  
LIMIT

FLOODPLAIN  
LIMIT



**STATION # 2 SITE PLAN**

**SCALE: 1" = 40'**

**SANDWICH PUBLIC SAFETY STUDY**

**SANDWICH, MASSACHUSETTS**

SEPTEMBER 30, 2014



# New Sandwich Substation

Sandwich, Massachusetts

# Site Ratings Table

Site Reference	Site Description	Land Acquisition Costs	Total Acreage/Unusable Land	General Location/Geographical Position	Traffic/Impact/Access	Topography	Wetlands/watercourses	Soils/Rocks	Municipal water	Neighborhood impacts	Predevelopment Costs (remediation, clearing, etc.)	Restrictions: Parkland or Historic Considerations	Reuse of previously developed land	Flood Insurance Requirements	Total	Recommendation
1	<b>High School</b>	0	5	5	3	5	5	3	5	5	5	5	5	5	<b>56</b>	<b>Preferred Site</b>
2	<b>Existing Station #2</b>	0	3	3	5	5	3	1	5	3	3	3	5	1	<b>40</b>	

Legend
0 Not Applicable 1 Less Favorable 3 Neutral 5 More Favorable

APPROXIMATE LEASE AREA  
500 ROUTE 130\*  
130,636± S.F.

WATER STREET (ROUTE 300)  
300 ROUTE 130\*  
14,242± S.F.

EXISTING LEASE AREA  
500 ROUTE 130\*  
14,242± S.F.

500 ROUTE 130  
(D.P.W.)

TRANSFER  
STATION  
ENTRANCE



## SITE PLAN - RTE 130 - DPW SITE

SCALE: 1" = 80'



## SANDWICH PUBLIC SAFETY STUDY

SANDWICH, MASSACHUSETTS

September 24, 2014



## Dunham, George

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**Subject:** FW: Public Safety Questions

**From:** John Giorgio [<mailto:JGiorgio@k-plaw.com>]  
**Sent:** Wednesday, October 29, 2014 7:10 PM  
**To:** Dunham, George  
**Subject:** Re: Public Safety Questions

Thanks Bud

You summary looks good.

John

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Phone: (617) 556-0007  
Fax: (617) 654-1735  
Mobile Phone: (617) 785-0725

On Oct 27, 2014, at 2:49 PM, Dunham, George <[gdunham@townofsandwich.net](mailto:gdunham@townofsandwich.net)> wrote:

F.Y.I. on my attempt to bring Ralph up to speed on the public safety warrant article & ballot question options. I hope I didn't misrepresent anything! Thanks.

- B

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**From:** Dunham, George  
**Sent:** Monday, October 27, 2014 2:48 PM  
**To:** Ralph Vitacco @ Work; Ralph Vitacco ([vitaccora@aol.com](mailto:vitaccora@aol.com))  
**Cc:** Lapp, Doug  
**Subject:** Public Safety Questions

Hi Ralph,

I just got off the phone with John Giorgio. The ideas about various Town Meeting warrant articles and corresponding ballot questions all have different answers depending on the type of project(s) being supported by the Selectmen. John said there are different answers depending on what the Board was trying to do. He thinks warrant articles could be structured in different ways depending on what the Board supports, but is worried about confusing the public. He also feels the most important aspect of the process is the ballot question so, in general, you may want to see what happens at Town Meeting before scheduling any ballot question vote.

When I explained some of the options being considered, John thinks the following order is the right way to go depending on the level of support from the Board:

1. The best scenario would be to focus on the one proposal the Selectmen all support...if such a scenario exists. This could be handled by one warrant article and one ballot question.
2. The second best would be separate warrant articles on each building project with corresponding separate ballot questions (i.e. separate warrant articles and ballot questions for each building being considered).
3. The most confusing scenario would be various groupings of building projects. There is some legal flexibility on how these different groupings could be presented, but in order to properly structure an election ballot, you should wait to see what gets supported at Town Meeting before scheduling the ballot question(s) for a Town election. Assuming an Annual Town Meeting supports a building project or projects, you have until September 15 to schedule the special election with at least 35 days' notice given to the Town Clerk. If a Special Town Meeting supports a building project or projects, you have 90 days from the date of the vote to hold an election, again with at least 35 days' notice given to the Town Clerk.

There are so many variables tied to option #3 that John would want to talk to the Board in more detail before given a written opinion. His primary concern is the confusion created with the voters. That said, some out of the ordinary alternatives do exist that are legal and could be worked around.

John is available on November 10, but needs to be in Harwich by 6:30 p.m. so he'd need to be on the road by 5:45 p.m. at the latest. Another alternative is he could wait to see what the Board decides on November 10 then provide a written opinion about how things could potentially be structured.

I'm not sure if this summary helps or not. It's confusing to summarize, much less to explain to the general public. If you want me to follow-up further, just say the word. Thanks.

- Bud

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