

From: [Shelly Lizotte](#)
To: [Penny Thompson](#)
Subject: RE: Police Station Updates
Date: Wednesday, February 7, 2024 1:43:02 PM
Attachments: [2023102 Presentation Site Plan 12-15-23.pdf](#)

Here is the site presentation plan as completed in December.

This doesn't have the street names on it but hopefully it'll be self-explanatory to those that know the site.

Rayshelly Lizotte PE, LEED AP

Principal, Civil Engineer



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175 Exchange Street
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From: Penny Thompson <pthompson@cariboumaine.org>
Sent: Wednesday, February 7, 2024 1:30 PM
To: Shelly Lizotte <rlizotte@artifexae.com>; Ellen Angel <eangel@artifexae.com>
Subject: RE: Police Station Updates

That sounds good. Could you please resend this and I will have it put on the website and will send to the Council.

The 3-d rendering does represent that site layout, but the 2-d version isn't on there. We did have the schematic site plan indicating where the building we be on the lot at the prior meeting when we me you last fall (September/October) and the location.

From: Shelly Lizotte <rlizotte@artifexae.com>
Sent: Wednesday, February 7, 2024 1:27 PM
To: Penny Thompson <pthompson@cariboumaine.org>; Ellen Angel <eangel@artifexae.com>
Subject: RE: Police Station Updates

Just for clarification, the Site plan isn't on the website. The 3-d rendering does represent that site layout, but the 2-d version isn't on there. We did have the schematic site plan indicating where the building we be on the lot at the prior meeting when we me you last fall (September/October) and the location of the building has not changed.

That site layout determined the area needed for the Police Station lot. The location in that corner is critically important for the architectural design of the building and for the future use of the remaining Birds-Eye property. It can't be moved now without going backward instead of forward.

Maybe a summary of how we concluded the building location should be included in the package. Specifically for the Birds eye site, of course – no need to describe how that came to be the site chosen (that's another whole discussion that has long since passed).

Shelly

Rayshelly Lizotte PE, LEED AP

Principal, Civil Engineer



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175 Exchange Street
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From: Penny Thompson <pthompson@cariboumaine.org>

Sent: Wednesday, February 7, 2024 12:30 PM

To: Ellen Angel <eangel@artifexae.com>; Shelly Lizotte <rlizotte@artifexae.com>

Subject: FW: Police Station Updates

The follow-up from Councilor Bagley.

From: Dan Bagley <dbagley@cariboumaine.org>

Sent: Wednesday, February 7, 2024 12:24 PM

To: Penny Thompson <pthompson@cariboumaine.org>; Courtney Boma <cboma@cariboumaine.org>; Joan Theriault <joan.theriault@cariboumaine.org>; Jody Smith <jody.smith@cariboumaine.org>; John Morrill <jmorrill@cariboumaine.org>; Jennifer Kelley <jkelley@cariboumaine.org>; Tamara Lovewell <tlovewell@cariboumaine.org>

Subject: Re: Police Station Updates

I may be missing something on the website, as what I see are two floor plans and several concept renderings of the exterior from 28 Nov 23. It's not clear to me whether these renderings and floor plans are consistent with their submitted Schematic Design, or if there have been changes since those products were provided.

It seems like the contract lays out a broader assortment of required documentation that I was not able to find online:

"The Schematic Design Documents shall consist of drawings and other documents including a site plan, if appropriate, and preliminary building plans, sections and elevations; and may include some

combination of study models, perspective sketches, or digital representations. Preliminary selections of major building systems and construction materials shall be noted on the drawings or described in writing."

Also, I don't see posted online the full site plan (specifically, the proposed placement on the Birdseye lot) and an estimate of the Cost of the Work, which are called for in the design package. I've seen before a site placement diagram from County Environmental that shows the police station in the NE corner of the lot, but it's not clear if that placement is proposed in Artifex's Schematic Design and/or if there are cost dependencies in choosing that placement, or if the specific placement even matters to them.

Thanks,
Dan

From: Penny Thompson <pthompson@cariboumaine.org>
Sent: Wednesday, February 7, 2024 11:38 AM
To: Dan Bagley <dbagley@cariboumaine.org>; Courtney Boma <cboma@cariboumaine.org>; Joan Theriault <joan.theriault@cariboumaine.org>; Jody Smith <jody.smith@cariboumaine.org>; John Morrill <jmorrell@cariboumaine.org>; Jennifer Kelley <jkelley@cariboumaine.org>; Tamara Lovewell <tlovewell@cariboumaine.org>
Subject: RE: Police Station Updates

Good morning members of the Caribou City Council –

Everything related to the police station project is online at the link below. I do not believe that I have anything else to share. When I receive anything for Monday night's presentation from Artifex, I will send it out.

Here is the link:

<https://www.cariboumaine.org/police-station-project/>

Penny

From: Dan Bagley <dbagley@cariboumaine.org>
Sent: Wednesday, February 7, 2024 11:32 AM
To: Penny Thompson <pthompson@cariboumaine.org>; Courtney Boma <cboma@cariboumaine.org>; Joan Theriault <joan.theriault@cariboumaine.org>; Jody Smith <jody.smith@cariboumaine.org>; John Morrill <jmorrell@cariboumaine.org>; Jennifer Kelley <jkelley@cariboumaine.org>; Tamara Lovewell <tlovewell@cariboumaine.org>
Subject: Re: Police Station Updates

Thanks for the update Penny.

As I understand the situation, the City still has not formally approved the Schematic Design, which is required by contract, before proceeding to the Design Development phase. I think there is agreement that the Public Safety Committee cannot do that on behalf of the City, as they are a council committee charged with providing recommendations, but not making decisions. I cannot find any record that indicates that the council authorized the committee to act in that capacity. Given that there have been some misunderstandings about who can approve on behalf of the City, and based on our shared desire to not put the project at risk of delays or legal challenges, I suggest that we cover our bases and hold a vote on Monday to approve the Schematic Design. In order to prepare for that, I would like to have the full deliverable package to review as soon as possible.

Thanks,
Dan

From: Penny Thompson <pthompson@cariboumaine.org>
Sent: Wednesday, February 7, 2024 10:58 AM
To: Courtney Boma <cboma@cariboumaine.org>; Joan Theriault <joan.theriault@cariboumaine.org>; Jody Smith <jody.smith@cariboumaine.org>; John Morrill <jmorrill@cariboumaine.org>; Dan Bagley <dbagley@cariboumaine.org>; Jennifer Kelley <jkelley@cariboumaine.org>; Tamara Lovewell <tlovewell@cariboumaine.org>
Subject: FW: Police Station Updates

Good morning members of the Caribou City Council –

Bi-weekly update on the police station. Please let me know if you have any questions.

Penny

From: Judy Kleeman <jkleeman@cariboumaine.org>
Sent: Wednesday, February 7, 2024 9:55 AM
To: Courtney Boma <cboma@cariboumaine.org>; Joan Theriault <joan.theriault@cariboumaine.org>; John Morrill <jmorrill@cariboumaine.org>; jadexp1976@gmail.com; Lydia Kieffer <lydiakieffer@gmail.com>; clarac@swcollins.com; eangel@artifexae.com; rlizotte@artifexae.com; Rob Manns <rmanns@mwsarch.com>

Cc: Penny Thompson <pthompson@cariboumaine.org>; Mike Gahagan
<michael.gahagan@cariboumaine.org>; Karen Gorman <kgorman@cariboumaine.org>
Subject: Police Station Updates

Good morning,

Following are the updates/communications on the police station:

From Mayor Boma:

We are all set to advertise that people can drop off their bottles at Bennett Drive Redemption. Proceeds will go to support the construction and furnishings in the new Police Station.

Owner Matt Holabird just wanted to know who to put down as the person who would pick up the money. Those authorized are Mayor Boma (Committee Chair), Clara Collins (COPPS) or Penny (city staff).

From City Manager, Penny Thompson:

The City received confirmation from USDA that all corrections to the plan were approved by their engineer. It is now an approved Preliminary Architectural Report for the file.

County Environmental is working on the Environmental Site Analysis (ESA) Phase I and working to get a Voluntary Response Action Program (VRAP) letter for the area as designated parcel as designated by surveyor Dale Blackstone.

The City has a new case manager for the \$2.5 million congressionally directed spending (CDS) request so we hope that means we will get results soon. She requested that one item be resent, that has been done.

USDA has requested information about the original CDS request and discussions at City

Council meetings to prepare a waiver request from “Build America, Buy America” based on a Previously Planned Project (PPP) criteria.

Ellen Angel is planning to present at the February 12 City Council meeting about the progress of the project. Right now the project is in the Design Development Phase (section 3.3 of the contract), so Ellen will give a presentation on design development documents and advise of adjustments to the estimate of the cost of the work, and request the approval before moving to the Construction Documents Phase (section 3.4 of the contract).

Thank you for your time and interest in this project.

Judy Kleeman

Office Coordinator

City of Caribou

Phone: 493-5962

Email: jkleeman@cariboumaine.org

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