

MEETING MINUTES

To: Town of Merrimac MA Public Safety
Complex Building Committee

From: Janet M. Slemenda
Staci M. Villa

Subject: Meeting 02

Date: February 9, 2016

Project: Merrimac Public Safety
Complex Study

Job No: 21512

- Attending:**
- Andrew Conner (AC), Board of Selectmen (BoS), Fire Dept., selectman2@townofmerrimac.com
 - Chief Eric Shears (ES) , Chief of Police, eshears@merrimacpolice.org
 - Chief Ralph Spencer (RS), Fire Chief, ralph.spencer@merrimacfire.com
 - Robert Sinibaldi (RS), DPW Director, dpwdir@townofmerrimac.com
 - Larry Fisher (LF), Fire Dept. Deputy Chief, lsfisher.electric@comcast.net
 - Richard Holcroft (RH), Police Dept. Patrolman, rholfcroft@merrimacpolice.org
 - Richard LeSavoy (RLS), Finance Committee Chairman, lesavoy@comcast.net
 - Mark Tocci (MT), Building Committee, mark.tocci@crossfieldengineering.com
 - Jennifer Penney (JP), BoS Executive Assistant, selectmen@townofmerrimac.com
 - Carol McLeod (CML), Finance Director, cmcleod@townofmerrimac.com
 - Rick Pinciario (RP), Former Selectman, rick@westnewburyinsurance.net
 - Steven Brown (SB), Fire Department, MFDSRBEMT@comcast.net
 - Janet Slemenda (JMS), HKT Architects, jslemenda@hktarchitects.com
 - Eric Kluz (WEK), HKT Architects, ekluz@hktarchitects.com
 - Nancy Joyce (NJJ), HKT Architects, njoyce@hktarchitects.com
 - Staci M. Villa (SMV), HKT Architects, svilla@hktarchitects.com

Item:

-
- 2.01 Janet M. Slemenda (JMS) reviewed agenda and discussed that the purpose of the meeting was to review programming documents and discuss potential sites.
-
- 2.02 JMS gave overview of excel charts (room data sheets) and programming sketches. Programming Documents: At this point the programming stands at the following:
- Shared Public Spaces: 3,727 GSF
 - Support Spaces: 3,480 GSF
 - DPW: 25,894 GSF
 - Fire: 16,705 GSF
 - Police 10,338 GSF
 - Total: 60,145 GSF
- Exterior Parking Counts included:
- DPW: 8 spaces
 - Fire: 21 spaces
 - Police: 12 spaces
 - Visitor Parking: 15 spaces
 - EOC: 5 spaces
 - Possible Carport: 8 spaces
-

Discussion focused about how the space program can be cut. JMS explained that the first cuts to the program should be made with input from the PD/FD Chiefs and DPW Director. Some cuts have been proposed by the PD and more will follow from other departments. If the Town chose, HKT can make additional cuts but will withhold that until we hear back from each department.

The program was developed after sessions with each department and are based on a preferred idea of how operations would best work. However, it is understood that the program must get smaller to be supported by the Committee and the Community.

-
- 2.03 Robert Sinibaldi, DPW Director, (RS) to look at truck layouts, maintenance spaces and storage bays (that may be able to be used for maintenance). JMS states that different spaces need different types of heating and ventilation and to think about that as he considers his options.

Washbay could be free standing.

Salt and Sand Shed needs to be added to the program. It is shared with other communities and goes through 900 tons/yr. Currently has 6 loads stored. Style of existing shed is a typical MassDOT wood structure with a low-pitch roof. RS to get tonnage information to HKT. JMS states that a favored style sand/salt shed is a high-arch gambrel.

State mandated equipment required for the DPW has no space.

Will the DPW stay at the Town Hall (850 sf of DPW support space)?

-
- 2.04 Chief Ralph Spencer, Fire Chief (RS) to look at the vehicle storage to make sure the correct number of truck and equipment is represented in the programming sheets. RS stated that some of the office space can be taken out. RS is to also look at gear storage and locker spaces. JMS mentioned that all toilet rooms need to be meet accessible standards.

-
- 2.05 Everyone is to take a look at the parking requirements for their departments (i.e. visitors, staff, etc.). Mark Tocci (MT) brought up the question about the use of municipal

-
- 2.06 RS to get back to HKT with comments about programming by next week (02/19/2016) and Chief Eric Shears, Chief of Police, (ES) to get comments back by this week (02/12/2016).

-
- 2.07 If the Town grows to 8,000 people, public safety is expecting over 1,000 calls a year. The Town needs to plan for the future and project the necessary equipment and the necessary staff.

Discussion about planning for the future. RS asked if there should there be square footage numbers based on population when planning for the future. Space was allocated for projections out to 2035. Chief Shears discussed his research on other Police Departments with communities of 6,000 people. Departments included 10-11 full-time employees (1 Chief, 3 Sergeants, 6 Patrolmen (some cross-trained as detectives).

MT asked the question about staff being mandated by the state. ES explained that the staff numbers put out by the FBI are not valid. ES also commented that work-load-

based assessment is also not appropriate because of the number of calls that are received each year.

Police Department issues: The current building is not safe without a sallyport. There should be a certain sequence for best practices and safety. Detention bays are not up to code (including no sight/sound separation).

-
- 2.08 Existing Building: If a renovation is considered, it would have to be creative. Building up would be difficult. JMS explained there is not appropriate lateral bracing and there are, most likely, other structural issues to repair or enhance. MT asked if it would be possible to add a second floor just on the rear of the building; possibly framing it out for future use (maybe for dorms) and only owning some drywall. The question arose about the use of the building without an elevator. JMS explained it is not really possible to do anything on a 2nd floor without an elevator.

All mechanical systems need to be replaced as they are near the end of their useful life. The design of the mechanical is looking to be about \$80-90/sf. The structure would need to be renovated to meet the energy code if a substantial renovation is contemplated.

All members felt that renovation has to be given all due consideration.

-
- 2.09 Existing facility not in the Water Resources Overlay Projection. However, it is included in the River Act because it's within 200' of the river.

Site Zoning is Agricultural/Residential but the existing facility is deemed as municipal use but is still subject to review.

-
- 2.10 Other Site Options: Rick Pinciario, (RP), expressed interest in other sites and what can space be moved.

The following sites were discussed:

- Emery Street Fields site (flat, 5 acre site, owned by Town).
- 106 West Main Street site (slightly elevated at the rear of the site, owned by Town).
- Waterhouse Site (74 East Main Street). Only other location where Fire could be.
- 1 Bear Hill Road (corner lot)
- Lehey Clinic is closing and suggested as a possible site (2 tiered building with 2nd floor space available).

HKT to do a brief assessment of the new suggested sites and break the program into pieces to see how they can fit on the sites.

JMS will take the program and break the pieces into different departments (for example: Police will keep dispatch and have to add its own training, Fire will keep EOC and have to add its own training as well).

-
- 2.11 Possible Configurations: It is possible to re-use the building for one or two of the programs. It was determined that Fire needs to be in the same general area as current location. Police and DPW can relocate somewhere else.

Start with the option of keeping Fire at existing site. Can both Police and Fire remain?

Can Police move to rear of building? Can DPW move to different site?

Other option: If Police/Fire were relocated, could DPW use entire site? It would be more difficult for DPW and Fire to remain because of space/site constraints.

-
- 2.12 Chief Shears expressed concern about the cost to keep the Police and Fire at its current location and relocate the DPW. Issues brought up include flooding problems and the culvert that is undersized (where civil will need to get involved for an assessment).

MT asked what if the Fire and DPW continue to share the existing facility and relocate the Police to a new facility. "Little People" site was suggested as a perfect size facility for the Police. It was determined that the "Little People" facility has already been sold.

-
- 2.13 Pre-engineered building a possibility? JMS explains that this is a possibility but it still needs to meet the energy code and will be about \$250/sf.

-
- 2.14 Carol McLeod, Finance Director, (CML) commented that a reasonable budget would be \$10 million.

-
- 2.15 Brief discussion about having community support and explaining what is necessary for Public Safety to function. Concern was expressed that community approval might be challenged because of the High School project that is moving forward (even though it will have 50% reimbursement) and also that Town Hall needs work. Communicating to the Town on why things are necessary is a huge concern. It's not good enough to just say that "the Town is growing".

Next Meeting to be held: Wednesday, March 2, 2016

Please contact HKT Architects within three business days if these minutes do not accurately reflect discussions.

Cc: All attendees