

MEETING MINUTES

To: Town of Merrimac MA Public Safety
Complex Building Committee

From: Janet M. Slemenda
Staci M. Villa

Subject: Meeting 03

Date: March 29, 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
- Laura Dillingham-Mailman (LD), Senior Ctr. Dir., ldmailman@townofmerrimac.com
- 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:

Review of Programming

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- 3.01 Janet M. Slemenda (JMS) reviewed the agenda and discussed that the purpose of the meeting was to review the revised programming documents and discuss potential sites for relocation of some or all of the departments.
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- 3.02 JMS gave overview of excel charts (different facility combinations) that were discussed at the previous meeting. Each combination of departments is listed in the header center location.
- Grey column represents Existing SF (square feet)
 - Gross SF (space including walls) vs. Net SF (space within walls)
 - Explanation of circulation % adjustments (added SF for corridors, stairs, etc.)
 - Comparison of Grand Total GSF #s to show existing SF and how it relates to potential space for the future
- a. FD / PD / DPW Combined
- Existing: 22,406 SF vs. Potential New: 58,177 SF
- b. Fire / Police Station Combined
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- Existing: 22,406 SF vs. Potential New: 32,950 SF
- c. Fire Station / DPW Combined
- Existing: 22,406 SF vs. Potential New: 47,745 SF
- d. Police Station / DPW Combined
- Existing: 22,406 SF vs. Potential New: 41,022 SF
- e. Stand Alone Police Station
- Existing: 22,406 SF vs. Potential New: 15,531 SF
- f. Stand Alone Fire Station
- Existing: 22,406 SF vs. Potential New: 22,254 SF
- g. Stand Alone DPW
- Existing: 22,406 SF vs. Potential New: 26,789 SF

JMS explained that shared and support spaces have been adjusted depending on which departments have been grouped together. All numbers are based on the programming documents including adjustments made by department heads. JMS also mentioned that programming was done with the idea that an “ideal” program be developed as a guideline.

As each combination was discussed the existing square footage suggested programs that could be combined. Other combinations might also work but each program would need to be reconsidered and spaces reduced or eliminated. Each stand-alone department could occupy the existing building.

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- 3.03 Mark Tocci (MT) asked if the Fire and DPW stay at the existing facility would it be possible to inset a second level in some of the high bay areas where trucks currently reside. There already are some mezzanines. JMS suggested that each department will need to be evaluated before the determination that a second floor would need to be added:
- What is necessary for storage space?
 - How will each department operates on a daily basis?
 - What is needed for circulation (vehicular and pedestrian)?
 - Is a second floor necessary? This will require an elevator.

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- 3.04 Ongoing discussion of what department could stay at the site with improved operational efficiencies. All issues (code, site, etc.) will need to be addressed.

It is a possibility that DPW could take over entire existing building. Robert Sinibaldi (RS) reiterated that the Highway Dept. can't be at existing site because of MS4 regulations. Maybe Fire/Police stay at existing site with significant upgrades. The Fire Department operates best off this site based on an ideal location for response times.

If Police and Fire remain on site, major areas for reconfiguration include all office space, EOC space, a DPH approved detention area, a sallyport and reconfiguration of how detention and administration interact.

Existing Building And Site

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- 3.05 Reuse of existing building: The Committee felt it was important that the building be considered for reuse by one or even two departments.

Chief Shears (ES) has major concerns about the existing building – floors epoxied 3-4 years ago are already showing ½” cracks. The building appears to be sinking.

What is the cost to renovate? It was determined that structural and civil engineers need to look at existing conditions. What is the cost to gut completely? Andrew Connor (AC) brought up the point of having to relocate all fire equipment if the building is gutted. There are costs associate with temporary trailers, relocating trucks, etc.

Discussion of elevator determined that a second floor cannot be used without a full elevator. A LULA (limited use, limited access) lift would not work, or if would be a very tough sell to get approved. If millions are going to be spent on renovations, \$120,000-150,000 isn't that much to spend on an elevator to have a 2nd floor that is accessible.

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- 3.06 General concern by all about renovations to the existing facility with the upcoming adoption of the new building codes and regulations. There may be some lessening of requirements for renovations of existing structures in the new code, due to be released in the summer of 2016, which may benefit this project.

From a code point of view, is it an "essential facility"? If it is police and fire then the answer is yes. The DPW would be up for consideration but not required in all probability.

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- 3.07 Bob Sinibaldi (RS) noted that MS4 (Municipal Separate Storm Sewer Systems) regulations make the DPW location on this site 100% non-compliant and that something would have to be done to address this issue. There was discussion about the impact MS4 has on the washing of other vehicles housed on site. The community will need to understand that this issue must be addressed.

Committee members noted that there is a cost of doing nothing; for instance the building MEP systems have reached the end of their useful life and will need to be replaced.

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- 3.08 Existing parking: Discussion continued on the existing parking, which is scattered with no lines designating proper spaces, and future needs on this site. HKT has prepared a parking count based on the programming session. Someone asked if off-site parking might work. Andover facility mentioned as having off-site parking. Senior Center noted as having about 50 parking spaces.

HKT did count 8 spaces for the DPW, 21 spaces for Fire/Ambulance/EMS, 12 spaces for Police, 15 visitor spaces and 5 spaces for and EOC event. Not all of these spaces would be needed all the time but there is a possibility of a major event that would require a significant amount of these spaces, perhaps 50 spaces.

It was noted that there are not that amount of identifiable spaces on existing site.

Site Options

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- 3.09 JMS and Staci Villa (SMV) distributed site plans showing all four sites in question as well as the existing site. Enlarged site plans of each individual site distributed with associated spreadsheets with square footages for possible facility combinations for each site.

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- 3.10 JMS distributed a standard Matrix for everyone to think about comparing and scoring each of the sites under certain categories. It may be helpful in determining sites that aren't a possibility at all or it may turn out that all sites score around the same. In either
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case it is another way of looking at sites and assessing them based on similar issues.

EMERY STREET FIELD

3.11 Possible Site configurations:

- Police/DPW Combined: (39,518 SF)(69,368 SF with support and parking)
 - Stand Alone Police Station: (14,027 SF)(28,457 SF with support and parking)
 - Stand Alone DPW: (26,789 SF)(42,879 SF with support and parking)
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3.12 Comments:

- Determined to not be suitable for Police because of noise and close proximity to residents.
 - If Fire Department stays at existing site, DPW could move to Emery Site. Access to the site is difficult; small access road between houses.
 - North access lane was sold off and is no longer available.
 - Site has wetlands crossing, endangered species of flowers on a portion of site, steep grade change at south end of site.
 - Site is not suitable for Fire Department.
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106 WEST MAIN

3.13 Possible Site configurations:

- Police/DPW Combined: (39,518 SF)(69,368 SF with support and parking)
 - Stand Alone Police Station: (14,027 SF)(28,457 SF with support and parking)
 - Stand Alone DPW: (26,789 SF)(42,879 SF with support and parking)
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3.14 Comments:

- Only top right corner, north portion, of site (approx. 6 acres) will possibly be available for new construction.
 - Site has potential to construct a facility that could benefit Police or DPW and then also be used for something else in the future.
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74 EAST MAIN

3.15 Possible Site configurations:

- Fire/Police/DPW Combined: (56,673 SF)(101,403 SF with support and parking)
 - Fire/Police Combined: (31,446 SF)(60,576 SF with support and parking)
 - Fire/DPW Combined: (46,241 SF)(77,211 SF with support and parking)
 - Police/DPW Combined: (39,518 SF)(69,368 SF with support and parking)
 - Stand Alone Police Station: (14,027 SF)(28,457 SF with support and parking)
 - Stand Alone Fire Station: (20,750 SF)(36,300 SF with support and parking)
 - Stand Alone DPW: (26,789 SF)(42,879 SF with support and parking)
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3.16 Comments:

- Possibility of acquiring by eminent domain.
 - May be an expensive site to obtain.
 - Was once contaminated, has since been capped.
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1 BEAR HILL ROAD

3.17 Possible Site configurations:

- Police/DPW Combined: (39,518 SF)(69,368 SF with support and parking)
 - Stand Alone Police Station: (14,027 SF)(28,457 SF with support and parking)
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- Stand Alone DPW: (26,789 SF)(42,879 SF with support and parking)
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3.18 Comments:

- Doesn't appear to work for anyone.
 - Awkward corner site.
 - Would be a better site for a Dollar General.
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Next Steps

- 3.19 The Town expressed that they need evidence to support the cost of keeping the existing building and renovating it vs. the cost of a new facility.

Town of Merrimac would like HKT to contact engineers to see how much it will cost to have the existing structure and the site analyzed. JMS to talk to engineers and tell them the situation/issues. The Structural / Civil engineer will need to visit the site. Structural will determine if cores are necessary as a next step.

JMS stated that she can put together a package of historic costs for all new construction. HKT has recent projects related to all the pieces that the Town is considering. These can be supplied with escalated costs as well. Some examples may include costs from the Salisbury Police Station, Boxborough Public Safety Facility and Brookline Washbay.

In order to get more accurate cost data the services of a professional cost estimator may be required. JMS explained that in order to do a cost estimate there has to be some type of plan which has not yet been done because the end users have not yet been determined.

- 3.20 The Town is to see how much additional funding they have available for engineers or cost estimator to analyze the existing building and site.

It is too late to ask for additional funding at Spring Town Meeting. Chief Shears believes it is very important to have a complete report (including an engineering analysis) to present at Fall Town Meeting

Next Meeting to be held: TBD

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

Cc: All attendees