

MEETING MINUTES

To: Town of Merrimac MA Public Safety
Complex Building Committee

From: Janet M. Slemenda
Staci M. Villa

Subject: Meeting 05

Date: July 12, 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, lfisher.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
- Hal Lloyd (HL), Board of Selectmen
- 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:

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- 5.01 Janet M. Slemenda (JMS) reviewed the agenda and discussed that the purpose of the meeting was to review comments on the draft report and to discuss next steps.
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- 5.02 Chief Shears (ES) provided a review of the work to date.
- Space Needs Assessment
 - Test Fits of Programs on different sites
 - Existing Conditions Assessment
 - Cost Analysis
 - Committee Meeting to discuss options and budget including a reduction in proposed overall budget and corresponding program cuts
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- 5.03 Committee members asked about the process for cutting square footage. (JMS) commented that the process would include a re-programming effort with the heads of each department and creation of a summary document. Room data sketches and details will not be redone at that time and this effort will happen in the next phase.
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- 5.04 The Committee once again reviewed and discussed the four potential sites with Selectman Lloyd (HL) including 106 West Main Street.
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- 5.05 HL commented on the disadvantages of splitting the different departments into three separate buildings as is the current recommendation of the Committee. This led to a
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further discussion of the 74 East Main street which is the only site considered that would house all three departments together while offering an acceptable response location for the Fire Department.

The potential renovation of the existing East Main Street public safety building was also discussed with JMS reviewing the findings of the civil and structural engineering assessment. Options included repair or demolition.

- Robert Sinibaldi (RS) noted that the DPW must address, by July 2017, issues related to treatment of stormwater from building and site.

5.06 Discussion on the property at 104 West Main included whether or not this site should be accepted by the Town as a donation and what it would be used for.

- The Committee voiced a unanimous opinion that if the Town is offered donated land at 106 West Main Street, the donation should be accepted. The Committee agreed that this site would appear to represent a good location for a new Police Station. The PD needs a visible site and quick access to Route 110.
- Richard LeSavoy (RLS) made a motion to prepare a letter to the Board of Selectmen from the Committee urging the Board to accept this land as Town owned if offered. Laura Dillingham-Mailman (LD) seconded the motion. The committee voted 5-0 to approve the motion.

5.07 JMS discussed the pages in the draft report titled "Flow Chart for Designing and Constructing Public Facilities" in Massachusetts. The various approaches were discussed including attempting to secure funding for the design phase of the project prior to the approval of the entire project. There were many questions relating to what the design portion of the project would cost and what an Owners Project Manager (OPM) would cost as this is under M.G. L. JMS to provide the Committee with a matrix to assist with estimating the different costs associated with the early steps in the project.

- RLS voiced his opinion that one option is to simply move forward with only a new Police Station which could be constructed for between \$6 and \$8 Million. This idea did not garner much support due to the current and increasing environmental regulations which pose a problem for the DPW at the current site.
- The concept of moving forward with just the design phase was further discussed. Carol McLeod (CML) mentioned the idea of gaining approval to borrow the money at the upcoming fall town meeting and absorbing the debt service into the budget.

5.08 LD made a motion for the committee to direct a request to the Board of Selectmen to include an article on the Fall Town Meeting agenda which would allow the Town to borrow funds to support the next phase of the design process for new public safety building structures. RLS seconded the motion. The committee approved the motion by a vote of 5-0.

Next Steps

5.10 HKT will take all the comments received and complete the report by the end of July 2016 so that the town will have use of this document between now and Town Meeting. HKT will send updates on issues noted for revision prior to completing the document.

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