



NV5

Merrimac Police Station – Merrimac, MA	Meeting Minutes
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PSBC Meeting - Programming Meeting # 5	Date: July 12, 2018 @ 10:00 a.m.
Location:	Merrimac Town Hall – Sargent Auditorium

Attendees:

Name	Assoc.	Present	Name	Assoc.	Present
			<i>NV5 (OPM)</i>		
Chief Eric Shears – Merrimac Police	Police	Y	Bill Cunniff	NV5	Y
Chris Gaudet – PSBC Member	Res	Y	Mike Ulichney	NV5	Y
Carol McLeod – PSBC/ Merrimac Finance	Merrimac	Y			
Yvonne Bednarz - PSBC Member	Res	Y	<i>Designer</i>		
Mark Tocci - PSBC Member	Res	Y	Greg Carell – Carell Group	CG	Y
Laura Mailman - PSBC Member	Merrimac	N			
Robert Sinibaldi – PSBC /Merrimac DPW/ISD	Merrimac	Y			

1) Meeting Minutes Approval – There was a motion to approve the meeting minutes from the 6/21/18 meeting. Motion was made by Ms. McLeod, seconded by Mr. Tocci and approved unanimously (Mr. Sinibaldi abstained, not having been at the previous meeting.)

2) Invoice Packet – There was a motion to approve invoice packet. Motion was made by Ms. McLeod, seconded by Mr. Tocci, and approved unanimously.

3) Programming – Mr. Carell presented the latest floor plan, dated July 11, 2018, for review and comment by the PSBC. Also distributed was the draft elevation of the front of the proposed building; a draft site plan by CG sub-consultant, Places Associates, was also distributed.

- The overall square footage of the proposed building footprint remains at approximately 8,375 sf, including the Sally Port. Based upon comments from the last meeting, the meeting room wall as well as the wall between the between building and Sally Port were modified to include an additional janitors closet to serve the Sallyport and booking areas.

- There were several concerns regarding the Meeting Room. Mr. Carell will look into the plumbing code to see if it requires separate male and female bathrooms. Chief Shears confirmed the Meeting Room can be used for public/community meetings, and someone would be appointed to maintain a calendar of available date/time slots.
- CG will also explore appropriate floor areas in which to place a stackable washer/dryer unit. Additional storage area to house, blankets, food-ware, etc., was added in the cell area. Modifying this cell area also mitigated the potential blind spot to the H/C cell.
- The booking area was increased, including lengthening the booking counter to approximately 10'; additional cabinetry was added to one corner
- The roof design has been modified to a more cost efficient design, increasing eave height, which allows for a 12' tall OH Door at the Sallyport and also accommodates a larger 2nd floor clear storage area (roughly 20' x 80'). Mr. Carell noted the attic floor load design would support 125 psf. Both metal and architectural asphalt shingles are being considered.
- A quick layout of the MIRCS room for furniture indicated that a desk and two chairs could be readily accommodated. The fingerprint counter/sink could be shortened if necessary. There was a comment that the closet for the admin office is behind the entry door; CG noted that this layout is rather typical and should not pose a problem, but it will be looked at further.
- The site plan was briefly reviewed. There were comments that the parking layout should accommodate ease of plowing; it appeared that some islands may inhibit that flow – CG Will review. It was noted that the generator will be covered under construction costs. Directional signage will be needed to be provided to separate public parking from police officer parking. Mr. Carell will look into what percent green area is required per ordinance in parking lot. .
- Project cost estimates are expected next week from both estimators. A meeting will be scheduled to review and discuss. The agenda for the July 30<sup>th</sup> Board of Selectmen (BOS) meeting will need to be finalized by July 25<sup>th</sup>. It is intended that the estimate summary will be included at that meeting, in preparing for town meeting.



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- Chief Shears noted that the project should be advertised as soon as pricing is available. Public forums should be considered, including having a rendering (CG will provide), site and floor plans at the Merrimac Police booth at Old Home Days. (Note: Old home Days is scheduled for August 10-12)

The next PSBC/ Programming meeting is scheduled for Thursday July 26, 2018 @ 10 a.m. – @ Merrimac Town Hall – Sargent Auditorium

*Prepared by: Bill Cunniff, NV5 - -End of Minutes-*



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