



NV5

Merrimac Police Station – Merrimac, MA

Meeting Minutes

Programming Meeting # 1

Date: May 15, 2018 @ 10 a.m.

Location:

Merrimac Police Station

Attendees:

Name	Assoc.	Present	Name	Assoc.	Present
			<u>NV5 (OPM)</u>		
Chief Eric Shears – Merrimac	POLIC	Y	Bill Cunniff	NV5	Y
Chris Gaudet – PSBC Member	RES	Y			
			<u>Designer</u>		
			Greg Carell – Carell	CG	Y

- 1) **Contract** – Mr. Carell stated that, while the project is moving ahead with programming and design, and that there will be no delays to progress while concluding contract execution, there are several contract clauses, for which they would like clarification and resolution as soon as practical. CG mentioned article language regarding change orders that seemed somewhat inequitable. CG was asked to identify and formalize in writing all their contract concerns. To be as expeditious as possible, CG requested that they be allowed to discuss their concerns directly with Merrimac Town Counsel. During the meeting, Mr. Gaudet forwarded to Mr. Cunniff the contact information of legal counsel for the town, Mr. Mark Reich of Kopelman and Paige (KP). This information was forwarded to Mr. Carell. It was agreed that CG would correspond directly and expeditiously with KP, and that the group would be copied via email with any and all correspondence.



- 2) Schedule/ Meetings – Mr. Carell distributed a copy of the “Design Schedule” (attached) that CG will be employing/updating throughout the design phases, to confirm that they are meeting the schedule of deliverables – the goal of which to have drawings and estimates available to the Town to include on the Town Meeting warrant, by September 18th, one month prior to the October 15th Town Meeting.

It is anticipated that programming will be complete and ready for final review by the project team on June 6, 2018 (Chief Shears is away from 6/11 through 6/15). Schematic Design will then immediately begin.

Major schedule milestones/deliverables:

- 7/10/18 - Schematic Design (SD) documents to the estimating teams of AM Fogarty (CG) & PM&C (NV5)
- 7/24/18 – SD completion & estimate review/reconciliation with project team; commence Design Development (DD)
- 8/21/18 - DD documents to the estimating teams
- 9/4/18 – DD completion & estimate review/reconciliation with project team; commence Construction Documents (CD) phase
- 9/18/18 Generate information packet to submit to Town for review and discussion, in preparing for Town Meeting.

The dates noted above are conservative and the team will collectively endeavor to complete sooner. It is also anticipated that public forums will be scheduled for dates at the beginning of both September and October.

- 3) Program Worksheet – Mr. Carell distributed a preliminary “Program Worksheet” (attached) for discussing with Chief Shears. This worksheet listed all the police station program spaces, including associated square footage necessary for the police station to adequately function. It was noted that areas for both the armory and the quartermaster functions needed to be added to this list. Each of the areas were reviewed, and Chief Shears furnished Mr. Carell with both current and future staffing projections.

Some comments to be incorporated into the plan:



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- Records access is important – records are kept on site for one year, and for an additional 10 years in record storage (the outbuilding could be considered for this storage, provided it is dry and secure).
- Conference Room – noted on the worksheet for (12) people; could be reduced in size to accommodate 6 to 8 people.
- Overall projection – (1) Chief; (1) Lt.; (3) Sergeants; (4-5) Patrol; (2) Detectives
 - Also (10) reserve officers
- Sergeants offices – Projected to be (3)
- Patrol Offices – Need (5); (4) OK for now
- Kitchen – No vending machine space is required; small table for officers to eat
- Report Writing – need space for both Animal Control & Reserve Officer
- Lockers (Male) – (20) lockers 30" wide with bench.
- Lockers (Female) – (5) lockers OK
- Training Room – good if can be located off lobby
- Detectives office – locate close to booking
- Evidence – separate, secure space for jewelry, drugs, etc.
- Evidence processing – ideal to have fume hood equipment for on-site print processing/ analysis
- Cells – (3) OK - sight and sound separation critical; HC accessible; sliding door operation that locks upon closing (no locking key required) is preferred.
- Sally-Port – overhead doors at each end; central vacuum outlet and chemical storage cabinet for car cleaning; approximately 25' x 40' envisioned – wide enough for good access around vehicle; also long enough for two vehicles, if needed, as well large enough to accommodate an ambulance
- Dispatch & Tech – access flooring
- Meeting room – hold up to (40) people; has adjacent chair storage; lots of telephone ports, as space could also be organized to function as EOC (Emergency Operations Center) if needed; several video monitors should also be provided; floor outlets.
- Public Toilet – currently addressed as (2) being required; can there be (1) unisex toilet –CG to review
- Public Conference Room. MIRCS - MIRCS (Massachusetts Instant Record Check System) – important room; soundproof; (2) doors – one off lobby directly to room w/o entering secure station area; the other door is from the station interior/admin area.

It was noted by Mr. Carell that based upon this preliminary programming, the associated square footage calculated to 7,070 square feet. Adding a 25% grossing factor, to account for corridors/ancillary spaces, equates to an overall building square footage of 8,740 square feet, which is significantly above the projected, budgeted square footage of 7,000 sf. Based upon discussions from today's meeting, CG will begin to develop the layout of program spaces, to see how close to the budgeted 7,000 sf they can get.



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Chief Shears, Mr. Carell and Mr. Cunniff proceeded to tour the Hamilton, MA police department facility that afternoon. This facility is a combination police and fire department. The Sergeant on duty gave a complete tour of the facility. Dispatch was front and center as you entered the building lobby, which was economical in size, yet comfortable/welcoming. . Police administration was immediately off to the left, and there was a counter/communication window to confer with police administration. Just off the administration area was the public conference room. For security, this room has two doors – one door directly from the lobby and one door directly to police administration. The police chiefs’ office was also nearby, which included a connected, small (6-8) person conference room. As discussed for Merrimac as well, and also part of the Hamilton facility, the ability to have side door and/or rear door access for the public/ informants, etc., thereby being seen only by police staff, is important. The booking area was well laid out. The sergeant did note that having the booking administration area slightly raised (one step) above the booking floor was a good feature for addressing clientele. Automatic cameras (activated upon entry) were prevalent in booking and interrogation. Locker rooms/showers/toilet facilities were adequate and economical. The sergeant noted that spaces for records storage, armory and supplies were all working very well. The Hamilton facility also had a carport, which would be a beneficial feature for Merrimac, if budget allows. The exterior of the building was a mix of brick and vinyl siding (the vinyl was cracking). Overall, Hamilton Police seemed pleased with the functionality, flow and adjacencies of the station program areas.

The next programming meeting is scheduled for May 29, 2018 @ 10 a.m. at Merrimac Police Station.

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



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MERRIMAC POLICE STATION

PROGRAM WORKSHEET

May 8, 2018

ADMINISTRATION			Isolate as separate zone	
Chief's Office	250	200	Desk Small Meetings (4) Closet	Admin Work Small meetings (4)
Future Office	200	150	Desk Possibly Shared Closet	
Admin Assist Office	200	150	T Window to Lobby Files Closet	
Records	150	100	Lateral Files Access to Admin Assist/Admin	
Conference Room	300	250	Meetings for 12	Cabinetry
Kitchenette/Office Machines	80	50		Cabinetry UC Ref, MW, Sink
PATROL				
Sergeants	200	150	2 Desks, Shared Room Files Access to Dispatch	
Patrol Office	200	150	4 Desks, Shared Room Files	
Roll Call /Break Room	200	200	Seating for 6	
Kitchen	50	50	Alcove Counter, Cabinets Above Sink, Ref, DW, Range Vending Mach?	
Report Writing	50	50	Alcove Counter, Cabinets Above	
Male Lockers	150	150	15 Lockers	
Male Toilets/Showers	250	250		

Female Lockers	150	150	5 Lockers	
Female Toilets/Showers	100	100		
DETECTIVES				
Detective Office	200	150	Shared (2)	
Interview Room	100	80		One way glass
EVIDENCE				
Evidence 1	300	250		
Evidence 2	80	40 (Closet)		
Evidence Processing	150	120		
DETENTION				
3 Cells and Vestibules	300	300		
Booking	250	250		
Intake	100	100		
Sallyport	1200	1000		
DISPATCH/PUBLIC				
Dispatch	300	300	2 Positions	
Tech	300	300		
HC Toilet	100	100		
Lockers /Kitchenette	80	80		
Meeting Room	800	800		
Meeting Room Storage	100	100		
Pub Toilet M	100	100		
Pub Toilet F	100	100		
Janitor (aggregate)	50	50		
Lobby	200	200		
Public Conference Room/MIRCS	200	200		Off lobby
Mechanical/Electrical (aggregate)	300	300		

Total Program	7810	7070		
+25%	1960	1670		
Total GSF	9770	8740		

MERRIMAC POLICE STATION
Design Schedule
The Carell Group, Inc. May 14, 2018

Progress Meetings to be determined

5/15	Programming Meeting	Start Programming and Analysis Phase	4 Weeks	
5/22				
5/29				
6/5				
6/12	Final Program Review Meeting	Programming and Analysis complete. Start Schematic Design Phase	6 Weeks	
6/19				
6/26				
7/3				
7/10		Send SD Docs to AMF For Estimate		
7/17				
7/24	Final SD Review Meeting Review SD Estimate	Schematic Design Phase Complete. Start Design Development Phase	6 Weeks	
7/31				
8/7				
8/14				
8/21		Send DD Docs to AMF For Estimate		
8/28				
9/4	Final DD Review Meeting Review DD Estimate	Design Development Phase Complete. Start Construction Documents Phase	12 Weeks	
9/11				
9/18	Info to Merrimac for Town Meeting Preparation			
9/25				
10/ 2		Send CD Docs to AMF For Estimate		
10/9				
10/15	Town Meeting			
10/16				
10/23		Site Submissions for Agency Review: ConsComm, Planning, etc. (To be confirmed)		
10/30				
11/6				
11/13				
11/20				
11/27		Construction Documents Phase Complete, Out to Bid (Bid may be put off until after the holidays, to be discussed)		