



NV5

Merrimac Police Station – Merrimac, MA

Meeting Minutes

PSBC Meeting - Programming Meeting # 4

Date: June 21, 2018 @ 9:30 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	Y			

1) Meeting Minutes Approval – There was a motion to approve the meeting minutes from the 6/5/18 meeting. Motion was made By Mr. Gaudet, seconded by Mr. Tocci and approved unanimously.

2) Invoice Packet – NV5 will prepare the invoice packet containing invoices through June 2018 for NV5 and the Carell Group. The packet will be sent to Carol McLeod, but will also be approved by the PSBC.

3) Programming – Mr. Carell presented the latest floor plan, dated June 18, 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 8,000 sf, including the Sally Port. The floor plan also indicates a carport across the length of the rear of the building to protect police vehicles, especially during inclement weather. It was suggested that if the carport remains an affordable budget item, that it include a 3’ overhang beyond the column line.

- The male/female locker room doors were relocated to a more modest location towards the rear of the building. This move resulted in the rear vestibule being eliminated, but the PSBC believed that for energy considerations, the vestibule should be reestablished. This move also allowed for a clear section of wall area for squad room bulletin board material.
- The door to Patrol Room 2 could also be relocated to facilitate vestibule installation. Additionally, it was suggested that an alcove could be made at the wall common to Patrol 2 & Corridor to help with storage of patrol gear (AED's, LIDAR, etc.) items.
- At the squad room mail-slots area, it was noted that this area needs to contain a report writing work surface for use by both auxiliary and animal control officers.
- A PSBC member asked if connecting doors between the patrol and sergeants offices were necessary; the chief replied there was little interaction so it was not.
- It was noted that Fixtures, Furniture & Equipment (FF&E) will be shown on future, more detailed plans. This note was in response to a PSBC member question regarding a table in the squad room area.
- Dispatch has direct access to the cell area, as these folks are responsible for periodic cell checks.
- Mr. Carell went through the processes taking place in the booking area. The armory, evidence and interview rooms went through location changes in the updated plan. There is a secure pass-thru window from booking to evidence processing. Chief Shears asked if the booking area can be larger; Mr. Carell will further investigate.
- In responding to a PSBC member question, Chief Shears noted that no bathroom facilities are provided in the booking area; there is an emergency eyewash/shower only in the Sally Port.
- Mr. Carell further discussed booking operations, noting that there will be personal property lockers within the cell vestibules – (3) or (4) in each vestibule. Chief Shears asked that storage be designated for items like cups, utensils and blankets. A stackable washer/dryer may be nice to have, if it can be located adjacent to the booking area, along with a janitor closet; currently the only janitor closet is off the squad room. Mr. Carell will look at the areas formed by the cells and storage/kitchenette off the meeting room, to see if some space may be gained.
- The proposed building elevation and site plan were briefly reviewed; overall the PSBC seemed pleased with the elevation and site orientation. The plan orients the front elevation to face Route 110/W. Main Street, and there is direct police only access from the site to the station to Route 110/W. Main Street
- The 2nd floor will be used primarily for storage but also allows for future expansion



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- Materials being considered for the exterior siding include brick and/or fiber cement (Hardie-Plank). Roofing will probably be architectural asphalt shingles, but metal roofing will also be investigated.
- There was a vote by the PSBC; motion by Ms. McLeod, seconded by Chief Shears an approved unanimously to proceed with having the project estimators price the progress set as the Schematic Design (SD) documents. Mr. Carell will further revise and update plans, including comments from today's meeting, prior to issuance of the SD set.

The next PSBC/ Programming meeting is scheduled for Thursday July 12, 2018 @ 10 a.m. – @ Merrimac Town Hall – Sargent Auditorium

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



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