



NV5

Merrimac Police Station – Merrimac, MA

Meeting Minutes

PSBC Meeting

Date: November 1, 2018 @ 9:00 a.m.

Location:

Merrimac Town Hall – 1st Floor Conference Room

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	N
Carol McLeod – PSBC/ Merrimac Finance	Merrimac	Y			
Yvonne Bednarz - PSBC Member	Res	N	<i>Designer</i>		
Mark Tocci - PSBC Member	Res	N	Greg Carell – Carell Group	CG	Y
Chief Larry Fisher – Merrimac Fire Dept.	Merrimac	N			
Rick Pinciario – PSBC Member	Res	N			
Laura Mailman - PSBC Member	Merrimac	N			
Robert Sinibaldi – PSBC /Merrimac DPW/ISD	Merrimac	Y			

Chief Eric shears called the meeting to order @ 9:00 a.m.

As there was not a quorum present (4 out of 9 members attended), a general review and discussion of various project particulars followed.

1) Design Update –

- Mr. Carell informed members that a meeting with CG, their technology consultant (Langone & Associates) and the police chief, to discuss technology, security, A/V items, etc. that will be incorporated into project contract documents. NV5 and Mark Tocci also attended the meeting.
- Pending committee approval, it was suggested that irrigation and enhanced landscaping be added as a bid alternate. With regard to landscaping, a minimum amount needs to be in the based bid. These plans will also need Planning Board site plan review. Mr. Sinibaldi noted that people will be expecting “fully landscaped” plans.

- Chief Shears noted that he had visited the new Rowley PS and its construction in progress. The Rowley police chief was pleased with the building. Chief Shears noted that the arrangement and locations of exterior HVAC equipment near grade appeared aesthetically unpleasant; he was assured by CG that care will be properly taken to locate and screen any grade mounted mechanical/electrical equipment.
- HVAC systems – it was noted the proposed HVAC system will be a VRF (Variable Refrigerant Flow) system, characterized by above ceiling air handling units and outside condensing units at grade. Mr. Sinibaldi noted a potential ventilation situation; CG will discuss with their MEP sub-consultants.
- Insulation was briefly discussed; the attic roof will contain spray-on insulation, while the main level walls will be predominantly batt insulation, with a potential for some combination of spray-on and batts.
- The building permit was again discussed; it is anticipated the permit fee will be in the range of \$ 50k. This fee will cover the mechanical/electrical permit costs, so there will be no additional fees for the trade permits. There will be additional fees for the site contractor with regard to water and sewer fees. CG will provide clear language in the contract documents regarding permitting.
- There may be a light department fee. CG will check with Francisco Frias @ Merrimac Light Dept.

The next PSBC meeting is scheduled for Monday, November 19, 2018 @ 9 a.m. @ Merrimac Town Hall – Sargent’s Hall

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

NIVIS

OFFICE NATIONWIDE

PROGRAM MANAGEMENT • CONSTRUCTION QUALITY ASSURANCE • INFRASTRUCTURE • ENERGY • ENVIRONMENTAL

MEMORANDUM

To: File
 From: William G. Cunniff – NV5
 Date: November 1, 2018
 Re: Merrimac Police Station – Schedule – Next Steps

Schedule:

- Completion of Construction Documents 11.28.18
 - Electronic Bidding Requirements
 - Alternates
 - Proprietary Items
 - Construction Schedule/Duration: 04.01.19 – 03.01.20

- Finalize any/all local approval – zoning, Con-com, planning 11.28.18

- PSBC Approval 11.29.18

- Town (BOS) Approval 12.03.18

- Submit Building Permit Package 12.04.18

- Building Permit- Ready for issuance 01.07.19

- Ch. 149 Procurement of GC and Trade Bids
 - Request Prevailing Wages 12.14.18
 - Public Notices – **Construction Documents Available**
 - Central Register (Submit 01.03.19) 01.09.19
 - Newspaper/ CommBuys/Town Hall 01.09.19
 - Pre-Bid Meeting
 - Meet at Sargent Auditorium 01.16.19
 - Filed Sub-Bids to Awarding Authority
 - Electronic Submission – Projectdog
 - Filed Sub-Bids 01.24.19
 - Town approval of Filed Sub Bids 01.25.19
 - GC Bids 02.06.19
 - PSBC Review of Estimates 02.07.19