



NV5

Merrimac Police Station – Merrimac, MA	Meeting Minutes
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<u>PSBC Meeting</u>	Date: November 19, 2018 @ 9:00 a.m.
Location:	Merrimac Town Hall – Sargent’s Hall

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	Y	<i>Designer</i>		
Mark Tocci - PSBC Member	Res	Y	Greg Carell – Carell Group	CG	Y
Chief Larry Fisher – Merrimac Fire Dept.	Merrimac	Y			
Rick Pinciaro – PSBC Member	Res	N	Steve Houle – McCabe (MEP)	McC	Y
Laura Mailman - PSBC Member	Merrimac	N	Len Mirra – MA State Rep	LM	Y
Robert Sinibaldi – PSBC /Merrimac DPW/ISD	Merrimac	Y			

Chief Eric shears called the meeting to order @ 9:05 a.m.

1) Meeting Minutes Approval

- Chief Shears entertained a motion to approve the meeting minutes of both the October 11th and November 1st meetings of the PSBC. A motion was made by MS. McLeod, seconded by Mr. Gaudet and approved unanimously.

2) State Representative Len Mirra – Potential Grant monies

- Second Essex MA State Representative, Len Mirra, was present at the PSBC meeting and offered some advice to the Town regarding grant monies.
 - Firstly, he noted that Merrimac did a great job to get the project through Town Meeting; other towns were not as fortunate.
 - The PSBC noted that reconstituting the project to be just the police station – as opposed to police and DPW – was critical to achieving the votes at both Town Meeting and the general election
 - With regard to grant monies for polices station construction, Rep. Mirra noted that while some communities publicize having MA bond bill monies earmarked

for police station construction, rarely do these bills get passed to include these costs.

- Rep. Mirra did note that monies are frequently earmarked for soft cost and emergency type items.
- A list of “soft cost” items will be provided to Rep. Mirra within the next two months. As far as additional timing, the legislature will be sworn in in January 2019; the fiscal year runs from July 1 through June 30th.
- Rep. Mirra recommended setting up a meeting after the first of the year with both he and Sen. DiZoglio to review language for earmarking and subsequent budget negotiation.

3) Design Update

- Discussion took place regarding the fire protection system design. Hydrant flow test results indicated lower street pressures that will in turn require that the new police station automatic sprinkler system be designed with either larger mains and branch sprinkler piping or a booster pump, in order to meet the design requirements. It was recommended by the design team and further decided by committee that the booster pump be the preferred option.
- The civil engineer is looking to schedule the onsite test pit excavation, so that final design of the storm water drainage system can occur. Bill Murray (Places) will forward necessary information and schedule to Mr. Sinibaldi.
- Mr. Carell noted that Architectural & MEP Drawings are approximately 90% complete.
- Geotechnical boring information was forwarded to the structural engineer, and that information has resulted in a standard shallow foundation/spread footing design. Given the groundwater at the time of the borings, it is anticipated that water will be approximately 5' below finish floor elevation. There was discussion on whether a perimeter drain would be required; it is not part of the design at this time. Mr. Sinibaldi also recommended that the design team consider including a radon detection system in the design – CG had not considered. Mr. Sinibaldi noted that Merrimac does have some of the highest radon levels in the state, with residences being required to have a passive system installed.

- Permitting was discussed, noting that having the permit prior to bidding would be advantageous. A January 2019 kick-off meeting will be scheduled. Approvals include the following Merrimac town departments.
 - Planning Board/ Site Plan Review
 - Conservation Commission
 - Mr. Sinibaldi will forward structural plans and calculations to the International Code Council (ICC) upon completion of the documents.

- Provide power in back hallway for officer items – Lidar, etc.

- Provide floor power/data in large meeting room

- \$ 20k fingerprint machine from state?/ should be a stand-alone cabinet/ 2-data lines


- Note” Generator to be termed “Standby” generator

The next PSBC meeting is scheduled for Thursday, December 6, 2018 @ 9 a.m. @ Merrimac Town Hall – Sargent’s Hall

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



MEMORANDUM

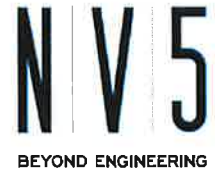
To: Carol McLeod
From:  William G. Cunniff – NV5
Date: December 6 2018
Re: Invoice Packet – Merrimac Police Station

Enclosed for approval and processing, please find the following invoices:

Vendor	Invoice #	Description of Services	Invoice
NV5	105837	OPM Services – October 2018	\$ 8,674.00
NV5	108666	OPM Services – November 2018	\$ 8,674.00
		Total:	<u>\$17,348.00</u>

Invoice

Remit to:
NV5, Inc.
PO Box 74008680
Chicago, IL 60674-8680



Carol McLeod
Town of Merrimac
2 School Street
Merrimac, MA 01860

November 9, 2018
Project No: 333418-0000012.00
Invoice No: 105837

Project 333418-0000012.00 Merrimac Police Station
Professional Services from October 1, 2018 to October 31, 2018
Lump Sum

	Contract	Earned	Previously Billed	Due This Invoice
Project Management	78,876.00	60,898.00	52,224.00	8,674.00
Total Fee	78,876.00	60,898.00	52,224.00	8,674.00

Total Fee Billing

Total this Invoice

8,674.00

\$8,674.00

For billing questions please contact your Project Analyst, Laurel Bender @ 440.710.0499 or laurie.bender@nv5.com

Project Manager William Cunniff

Handwritten signature and date:
NV5 11/14/18

Invoice

Remit to:
NV5, Inc.
PO Box 74008680
Chicago, IL 60674-8680



Carol McLeod
Town of Merrimac
2 School Street
Merrimac, MA 01860

December 5, 2018
Project No: 333418-0000012.00
Invoice No: 108666

Project 333418-0000012.00 Merrimac Police Station
Professional Services from November 1, 2018 to November 30, 2018
Lump Sum

	Contract	Earned	Previously Billed	Due This Invoice
Project Management	78,876.00	69,572.00	60,898.00	8,674.00
Total Fee	78,876.00	69,572.00	60,898.00	8,674.00
Total Fee Billing				

Total this Invoice 8,674.00
\$8,674.00

For billing questions please contact your Project Analyst, Laurel Bender @ 440.710.0499 or laurie.bender@nv5.com

Project Manager William Cunniff

[Handwritten Signature]
12/5/18

MEMORANDUM

To: File
From: William G. Cunniff – NV5
Date: December 6, 2018
Re: Merrimac Police Station – Schedule – Next Steps

Schedule:

- Completion of Construction Documents 12.31.18
 - Electronic Bidding Requirements
 - Alternates
 - Proprietary Items
 - Construction Schedule/Duration: 04.01.19 – 03.01.20

- Finalize any/all local approval – zoning, Con-com, planning 01.31.19

- PSBC Approval 01.10.19

- Town (BOS) Approval 01.14.19

- Submit Building Permit Package 01.15.19

- Building Permit- Ready for issuance 02.01.19

- Ch. 149 Procurement of GC and Trade Bids
 - Request Prevailing Wages 01.07.19
 - Public Notices – **Construction Documents Available**
 - Central Register (Submit 01.16.19) **01.23.19**
 - Newspaper/ CommBuys/Town Hall **01.23.19**
 - Pre-Bid Meeting
 - Meet at Sargent Auditorium 01.30.19
 - Filed Sub-Bids to Awarding Authority
 - Electronic Submission – Projectdog
 - Filed Sub-Bids 02.13.19
 - Town approval of Filed Sub Bids 02.14.19
 - GC Bids 02.22.19
 - PSBC Review of Estimates 02.28.19