



NV5

Merrimac Police Station – Merrimac, MA

Meeting Minutes

PSBC Meeting

Date: December 20, 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	Ken Grizzell	NV5	N
Carol McLeod – PSBC/ Merrimac Finance	Merr	Y			
Yvonne Bednarz - PSBC Member	Res	N	<i>Designer</i>		
Mark Tocci - PSBC Member	Res	Y	Greg Carell – Carell Group	CG	Y
Chief Larry Fisher – Merrimac Fire Dept.	Merr	Y			
Rick Pinciario – PSBC Member	Res	N			
Laura Mailman - PSBC Member	Merr	Y			
Robert Sinibaldi – PSBC /Merrimac DPW/ISD	Merr	Y	Alyssa Mades – ISD Admin	Merr	Y

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

1) Meeting Minutes Approval

- Chief Shears entertained a motion to approve the meeting minutes of the December 6th meeting of the PSBC. A motion was made by Mr. Sinibaldi, seconded by Mr. Gaudet and approved unanimously.

2) Design Update

- Mr. Carell of TCG updated the PSBC on the status of contract/construction documents
- KP Law responded with minor comments to the front end documents; these modifications will be incorporated into the contract documents
- Minor changes only have been made to the floor plans
- Insurance requirements were answered by Town insurance agent and will be incorporated into the front end documents

- Builders Risk insurance will be carried by the GC
- The sketch of the proposed attic mechanical room was included in the meeting packet
 - There will be a small heater in the mechanical room. Room mechanical equipment will include the domestic water booster pump; pump will be sufficiently isolated to reduce vibration. The room will also include the heating boiler. CG will review potential code requirement to reverse door swing
- The attic space, while not heated will be tempered; the main insulation is within the roof structure. There is also a dry sprinkler system serving this attic space.
- Test Pits
 - (3) test pits were excavated/backfilled
 - Reports are forthcoming; CG will update
 - It is anticipated that the building finish floor elevation will be increased by approximately 1', as a result of groundwater considerations
 - There was some peat encountered, but CG and the geotechnical/structural consultants remain confident that a shallow spread footing foundation will work.
- CG and the civil engineer were encouraged to submit to the Planning Board as soon as possible. Mr. Sinibaldi spoke with Planning during the meeting, and it is anticipated that the preliminary project meeting will be with Planning on 1/15/19, with a final meeting on 2/5/19.
- Site plans were further reviewed; Mr. Sinibaldi asked CG and their sub-consultants to confirm that they were abiding by sewer and water details as shown in Merrimac bylaws.
- It was noted that grass paving will be utilized for overflow parking as necessary. Underlying the grass paving is a geo-grid mat that provides the necessary structural support.
- There was discussion regarding the secondary egress to the state highway, including cost and permitting. A motion was made by Ms. McLeod, seconded by Mr. Gaudet and approved unanimously to add a new Alternate to the plans – the Alternate would be to provide the necessary sitework, paving, etc. to create the egress from the police station parking lot to West Main Street. This alternate will be placed prior to the landscaping alternate in the contract documents list of alternates.

3) Permitting requirements/costs

- Alyssa Mades, Merrimac ISD Administrative Assistant, updated the PSBC on permitting costs, showing the ISD inspection cost breakdown, including an explanation of how fees are determined. The calculated permit fee would be \$ 53,820. The anticipated payroll costs for Merrimac ISD are estimated to be \$ 18,821. There was a motion to authorize the police chief to speak with BOS about waiving \$ 33,820 in permit fees, paying only actual payroll costs for permitting. Additionally, the following required fees were discussed:
 - Infiltration and Inflow (INI) fee – DEP mandate: \$ 5,000
 - Sewer privilege fee: \$ 2,450
 - Note: trenching fees will be waived



OFFICES NATIONWIDE

- Water – Meter Fee & installation: \$ 1,500
- Fire Main Fee - \$ 1k per inch of diameter x 6": \$ 6,000
- Estimated Transformer/Primary Service Fee \$ 15,000
 - Plans (Site/ Riser diagram) will be forwarded to Francisco at Merrimac Light Department to determine costs
- Int'l Code Council (ICC) review fee – to be paid out of permit fee

4) Other Business

- NV5 will furnish a list of estimated soft cost items to the chief, to be used with State Rep. Mirra in trying to gain some grant funds.
- NV5 will furnish an estimated cash flow to Ms. McLeod, to estimate cash flow through the end of this fiscal year, ending June 30, 2019.

The next PSBC meeting is scheduled for Thursday, January 3, 2019 @ 9 a.m. @ Merrimac Town Hall – Sargent's Hall

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



OFFICE | NATIONWIDE

• Public Safety Building Inspection Fee

12/20/18

Permit Type	Cost/ Estimated Fixtures	Permit Fees (Waived)	Payroll Payout
Building	\$(553k) 2,761,000.00	\$ 41,425.00	\$ 14,498.00
Electrical	\$ 564,125.00	\$ 2,130.00	\$ 637.00
Plumbing	Approx 35 Fixtures	\$ 835.00	\$ 269.00
Gas	Approx 10 Fixtures	\$ 335.00	\$ 234.00
HVAC	\$ 515,000.00	\$ 7,735.00	\$ 2,707.00
Sprinklers	\$ 90,000.00	\$ 1,360.00	\$ 476.00
		\$ 53,820.00	\$ 18,821.00

15 hr or less
-10
-10

\$20k ↑

Merrimac Police Station - Soft Costs

December 24, 2018



<u>Soft Cost Items</u>	<u>Estimated Value</u>
<u>Furniture & Equipment</u>	
Office Furniture (Desks, Chairs, Tables)	\$ 65,000
Photos, Plaques, Addl Signage	\$ 10,000
Janitorial Equipment	\$ 2,500
Office Equipment - Copier, Fax, Coffee	\$ 10,000
Specialized Equipment - Fingerprint, Fume Hood	\$ 30,000
Miscellaneous Building Supplies (Trash, Utensils, Cleaning,)	\$ 2,500
Telephone Systems	\$ 7,500
Computer Systems/ Network Switches	\$ 35,000
AV Monitors/Video Equipment/CCTV	\$ 30,000
Radios/ Communication Equipment (Antenna System??)	\$ 100,000
Dispatch Furniture	\$ 50,000
Subtotal	\$ 342,500
<u>Other Soft Costs</u>	
Utility Company Backcharges - Transformer/Service	\$ 17,500
Cosntruction Testing	\$ 20,000
Other Permitting	\$ 35,000
Commissionng	\$ 15,000
Subtotal	\$ 87,500
Owner Contingency on Soft Costs	\$ 20,000
Total Soft Costs	\$ 450,000

Merrimac Police Station - Monthly Cost Projections



December 20, 2018

<u>Item</u>	<u>January-19</u>	<u>February-19</u>	<u>March-19</u>	<u>April-19</u>	<u>May-19</u>	<u>June-19</u>
<u>Architect</u>	\$ 195,000	\$ 10,500	\$ 10,500	\$ 10,500	\$ 10,500	\$ 10,500
<u>OPM</u>	\$ 4,000	\$ 4,000	\$ 4,000	\$ 21,200	\$ 21,200	\$ 21,200
<u>GC</u>			\$ 25,000	\$ 150,000	\$ 300,000	\$ 475,000
<u>Other</u>	\$ 30,000	\$ 2,500	\$ 1,500	\$ 1,000	\$ 1,000	\$ 1,000
<u>Total</u>	\$ 229,000	\$ 17,000	\$ 41,000	\$ 182,700	\$ 332,700	\$ 507,700
			\$	1,310,100		