



NV5

|   |                        |
|---|------------------------|
| <b>Merrimac Police Station – Merrimac, MA</b> | <b>Meeting Minutes</b> |
|---|------------------------|

|              |                                     |
|--------------|-------------------------------------|
| PSBC Meeting | Date: January 17, 2019              |
| 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    | Y       |
| 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   | N       |                            |        |         |
| Rick Pinciaro – PSBC Member               | Res    | N       |                            |        |         |
| Laura Mailman - PSBC Member               | Merr   | N       |                            |        |         |
| Robert Sinibaldi – PSBC /Merrimac DPW/ISD | Merr   | Y       |                            |        |         |

Chief Eric Shears called the meeting to order @ 9:04 a.m.

1) **Meeting Minutes Approval**

- Chief Shears entertained an option to approve the meeting minutes of 01.03.19. A motion was made by Ms. McLeod to approve the minutes as submitted, seconded by Mr. Tocci and approved unanimously.

2) **Invoice Approval**

- Chief Shears entertained a motion to approve the Carell Group invoice dated 01.15.19. A motion was made by Ms. McLeod to approve the invoice, seconded by M. Gaudet and approved unanimously.

### 3) Design Update

- TCG noted that the Contract Documents are 95% complete and the design team is performing final coordination.
- The Bid Schedule was then discussed:
  - Project will be bid electronically through *Projectdog*
  - Project Address: 106 West Man Street
  - Documents Available: 2/12/19
  - Site Briefing; 2/14/19
  - Filed Sub Bids Due: 3/5/19
  - General Contractor Bids: 3/12/19
- PSBC will meet on 3/7/19 to approve Filed Sub Bids
- PSBC will present before BOS on 3/18/19
  - Notice of Award will be sent to GC
- Legal Notices
  - NV5 will furnish language for Legal Ads
  - NV5 will enter project in Central Register
  - Merrimac will take care of Newspaper Ad & CommBuys
- Site Plan Review with Planning Board: 02/05/19
- FF&E/ Technology
  - Chick Langone will put together a list of bid packages/estimated costs for the low voltage electrical work, including the following:
    - Tel./ Data
    - Building Antenna (should be able to be building mounted)
    - Security Cameras, Access Control, Cell monitoring
    - Meeting Room A/V
    - Dispatch Furniture/ Console – (2) stations; Town has been in contact with one or more vendors (Watson is one) for this specialty furniture
    - General furniture layout/pricing – TCG has been in contact with WB Mason and they are providing a rough layout for review and discussion
  
- Document Review – A “page turn” of the draft construction documents took place with TCG taking notes on drawing clarifications and minor adjustments to plans.

### 4) Other Business

- There is a meeting with local state senator/ state representative on 01/25/19 review areas for potential grant funds for police emergency equipment
- There will be a working group session on 01.24.19 to further review contract documents

The next meeting of the PSBC will take place on 02.05/12 @ 5:00 p.m. in Sargent Hall, prior to the Site Plan Review meeting with the Planning Board.



OFFICES NATIONWIDE

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