



Merrimac Police Station – Merrimac, MA	Meeting Minutes
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PSBC Meeting	Date: April 11 , 2019, 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	N
Chris Gaudet – PSBC Member	Res	Y	Ken Grizzell	NV5	Y
Carol McLeod – PSBC/ Merrimac Finance	Merr	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.	Merr	Y	Meg Carell – Carell Group	MG	Y
Rick Pinciario – PSBC Member	Res	N	<i>Contractor</i>		
Laura Mailman - PSBC Member	Merr	Y	Nat Coughlin, VP LD Russo	NC	Y
Robert Sinibaldi – PSBC /Merrimac DPW/ISD	Merr	Y	Julie Sirois, PM LD Russo	JS	Y

Chief Eric Shears called the meeting to order @ 9:02 a.m.

1) **Meeting Minutes Review & Approval**

- Chief Shears invited a motion to approve the Meeting Minutes of the 03.22.19 PSBC Meeting. A motion was put forth by Ms. McLeod to approve the minutes as submitted. It was seconded by Mr. Gaudet and approved unanimously.

2) **Invoice Approval**

- Chief Shears noted that he received an invoice through NV5 for OPM services from January to March 2019 and for A/E services up to March 11, 2019 for \$80,500.00. There was a motion made by Mr. Gaudet to approve the invoice as submitted, seconded by Ms. McLeod and approved unanimously.

- Chief Shears also noted to the PSBC that he had received the decisions for both the ZBA and Con-Com hearings and will make them available to committee. He also will need to record these at the Registry of Deeds. The cost, per item, to record is \$75. A motion to approve the invoices was made by Mr. Fisher, seconded by Mr. Tocci and approved unanimously.
- Ms. McLoed and Mr. Gaudet had a brief discussion regarding the billing to advertise the project in the local newspaper. A copy of the billing was provided to Mr. Gaudet will be checking to see if it has already been paid.

3) GC Bid Review and PSBC recommendation to Board of Selectmen (BOS)

- Chief Shears expressed how the BOS Meeting went on April 1st, and that the BOS understood the situation and is relying on Chief Shears to hold the line on budget for the project. (Yvonne Bednarz commented that she felt that the Chief did a very good job of explaining the project's constraints.)
- Mr. Sinibaldi asked about who he should be submitting comments to regard the local review of the documents. He provided 3 pages of notes and comments regarding the civil drawings to Mr. Carell for review.
- Mr. Sinibaldi also raised questions about smoke separation within the new PS, the reason to build a rated enclosure around the attic stair but no consideration of an elevator and why the entire PS isn't accessible, particularly the patrolman's locker room showers. The questions were tabled to allow Mr. Carell to respond.
- The PSBC will remain concerned about the project budget being very tight. One of the largest unknowns, despite site geotechnical analysis and borings, is the underlying soil conditions which, will not be fully known until excavation begins. Plans/specifications dictate the extent of excavation under select conditions with a reasonable response for spot replacement of poor soils and an allowance that will need to be closely monitored.
- Chief Shears Noted that the notice to proceed had been received back from LD Russo, signed and that with the notations that legal counsel has issued through the Carell Group to LD Russo that the PSBC will recommend signing the contract with LD Russo and put the gears in motion. Ms. McLoed noted that the next BOS meeting is scheduled for April 16th and that she would put this issue on the agenda for that evening.
- Chief Shears introduced a request by the Planning Board to remove the out building, carport and alternate driveway from the mylar plans before they are submitted for



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permitting. The issue was discussed amongst the attendees with the hopes that some of the items on the alternate list could be added back is the contingency was not degraded getting out of the ground. A suggestion of not removing the information ensued until as-built drawings are submitted in 2020, at the end of construction. No resolution was made.

- Certified Payroll was discussed with regard to who will be receiving them from the Town of Merrimac. Ms. McLoed will be the point of contact for the town with Ken Grizzell for NV5 also receiving a copy. Naming of the electronic submissions was discussed. Mr. Sinibaldi asked if NV5 will be auditing the submissions and interviewing the workforce to ensure compliance. NV5 will be checking general hours and number of workforce only.

4) Other Business

- Nat Coughlin and Julie Sirois from LD Russo joined the meeting at 9:25 AM and introductions were made around the room. Mr. Coughlin expressed that Russo was looking forward to the start of the project and that he could be on site as early as May 6th, 2019 but that he would prefer to begin a week later on May 13th. The schedule allows for 365 day of construction and Mr. Coughlin wanted to be sure that all preparations, including town approvals were in place before starting the clock on construction. Mr. Coughlin mentioned that LD Russo will be self-performing the site work and that they had dropped a container onto the right-of-way that bordered the project site.
- There was a discussion regarding a soft start that could take place to enclose the site, install erosion control barriers and flag the line of clearing and grubbing and get the Conservation Commission to review prior to construction this soft start would not be considered as actual construction period as stated in the General Conditions of the contract. The PSBC discussed the idea and asked for NV5's recommendation, which was to allow the soft start. Mr. Gaudet made the motion and Ms. McLoed seconded the motion. The motion was voted unanimously to approve.
- Bonds and Insurance certificates were requested to be available for the BOS meeting on April 16th, 2019 in the correct format and appropriate dates. LD Russo was going to push this forward.
- Mr. Carell introduced the format for the Pre-Construction Kick-off meeting. He suggested That Russo invite anyone who had a stake in the contract to attend. Mr. Carell verbally listed some of the high points that will be discussed during this meeting.

The next meeting of the PSBC – TBD

- Prepared by: Ken Grizzell, NV5 - -End of Minutes-



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