



Merrimac Police Station – Merrimac, MA	Meeting Minutes
PSBC Meeting	Date: August 1, 2019, 9:00 AM
Location: Merrimac Town Hall – Sargent’s Hall	Prepared By: K. Grizzell (NV5)

Attendees:

A.	Name	Assoc.	Present	Name	Assoc.	Present
	Chief Eric Shears – Merrimac Police	Police	Y	<u>NV5 (OPM)</u>		
	Chris Gaudet – PSBC Member	Res	Y	Ken Grizzell	NV5	Y
	Carol McLeod – PSBC/ Merrimac Finance	Merr	Y	Bill Cunniff	NV5	N
	Yvonne Bednarz - PSBC Member	Res	Y	<u>Designer</u>		
	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			
	Laura Mailman - PSBC Member	Merr	N			

1. Chief Eric Shears called the meeting to order at 9:03 AM. The following items were discussed:

a. **Meeting Minutes Review & Approval:**

1) Chief Shears invited a motion to approve the Meeting Minutes of the 07.11.19 PSBC Meeting. A motion was put forth by Ms. McLeod to approve the minutes and was seconded by Mr. Tocci. The motion was approved unanimously.

b. **Construction site update:**

1. Chief Shears provided a brief review of the June/July 2019 Project Update from NV5 and noted that Governor Baker had signed the State Budget. The committee believes that the budget included the \$50K earmark for the new Police Headquarters. Mr. Grizzell discussed work in progress at the site, noting the foundations are complete, backfilling is underway and underground electrical conduit has already begun.

c. **Invoice Approval:**

- 1) Chief Shears noted that the Town has received an invoice package from NV5 dated July 15, 2019. The bill included charges from NV5 for \$20,438.00; Carell Group for \$17,858.00 and Universal Testing had 2 invoices for \$1,292.50 and \$1,347.50 respectively. Additionally, The Carell Group had submitted billings for work in June and July 2019. The charges included construction administration fees of \$17,858.00; Briggs Engineering for geotechnical services for \$3,815.00 and the fire protection redesign fee of \$3,800.00. Chief Shears suggested that the June/July 2019 charges be voted on today and that he would reach out to NV5’s Bill Cunniff to issue a packet to include the TCG charges. A motion by Ms. McLeod to approve the invoice as submitted, seconded by Mr. Gaudet and approved unanimously.
- 2) An invoice for \$448.32 for submittal review from Haley & Ward was discussed again. The motion process the billing made by Ms. Bednarz and seconded by Mr. Tocci. The vote to approve was 4 in favor, 2 opposed.

d. **Project Budget:**

1) The issue of charging the project for engineering oversight by a third party firm was discussed. There are still questions regarding charges for inspectional services and third party engineers. Mr. Grizzell will call the building inspector and director of water department to set up a meeting on site to clarify what charges might be passed through.

The meeting adjourned at 9:50 AM. The motion to adjourn was made by Mr. Tocci and seconded by Chief Shears. The motion was approved unanimously.

The next meeting of the PSBC – September 5, 2019 at 9:00 AM.



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