

Essex Public Safety Building Project	Meeting Minutes
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Re: Town Building Committee	Date: November 8, 2018
Location: Town Hall, 3 rd Floor Auditorium	Time: 7:00 PM

Attendees:

Name	Present	Name	Present
<u>Town Building Committee</u>		<u>Town Staff</u>	
Lisa O'Donnell, Committee Chair	✓	Brendhan Zubricki, Town Administrator	✓
Daniel Doucette, Fire Chief	✓		
Peter Silva, Chief of Police	✓	<u>Board of Selectmen</u>	
Westley Burnham, Planning Board	✓	Peter Phippen	✓
Nat Crosby, Historical Commission	✓	Andrew Spinney	✓
Colleen Enos, Member	✓		
Paul Francis, Member	✓	<u>NV5 (OPM)</u>	
Peter Levasseur, Member	✓	Tim Dorman	✓
Mark McKenna, Member	✓		
Stuart Pratt, Member	✓	<u>JRA (Architect)</u>	
Charles Storey, Member	✓	Stewart Roberts	✓
Ramie Reader, Member	✓	Philip O'Brien	✓

1. Memorial Park Renovation Committee Comments

- a. Friends of Memorial Park provided a general overview of their composition, purpose and goals, which included:
 - i. The group has formed a corporation consisting of 3 board members and 20 other individuals.
 - ii. It was noted that the group is committed to raising the money from donations but have not yet begun to raise money yet and will not until they confirm buy-in from the Town.
 - iii. Renderings were distributed showing the conceptual design to include dugouts, safety fencing, plaza area and it was indicated that the intent would be for the aesthetic to blend with the surrounding buildings.
- b. Lisa O'Donnell provided background on the status of the Public Safety Building Project, summarized as follows:
 - i. The process is starting from the beginning to look at all of the options including Town owned land and potential private property.

- ii. An RFP was issued for property owners interested in selling property to the Town, but did not result in any viable proposals.
 - iii. Private properties were then identified with the first ranked property at 42 Western Ave currently being evaluated.
 - iv. It was stated that the TBC should have a better indication of which direction the project is heading in by the end of the year, to better inform feedback on the proposed park improvements.
 - c. The Friends of Memorial Park representatives concluded by asking that the park be a consideration in the review process and noted that they would like to be partners in the process. It was also discussed that enhancements to the war memorial could be incorporated into the plan.
2. Update concerning hazardous materials investigation at Memorial Park/24 Martin St.
- a. Tim Dorman/NV5 provided an update on the geophysical survey, which included:
 - i. The final mapping of the results has not yet been completed as it requires correlating electromagnetic data with GPR data, surface features and utilities.
 - ii. Preliminary indications show there is potential for buried metal, primarily in the southeast quadrant of Memorial Park and adjacent segment of Shepard Memorial Drive.
 - iii. The final report should be issued by end of the week of 11/12/18.
 - iv. The intent of this information is to inform the site selection process, so that contingencies can be carried in the comparative cost analysis based on potential risk of encountering contaminated soils. If the site is selected then further subsurface exploration and soil testing would be completed as part of the geo-tech work.
3. Update concerning potential purchase of private property.
- a. Brendhan Zubricki provided an update on the consideration of acquiring a private parcel for the project.
 - i. The property owner of the 4.8 acre parcel ranked 1st for consideration under a uniqueness determination process at 42 Wester Ave. has indicated interest in selling the property to the Town for the project.
 - ii. Both options of acquiring the entire 4.8 acre parcel or just a 3 acre portion are being considered.
 - iii. An appraisal is being completed by the Town and will be complete by the end of November. The parcel is large enough that there may be some development potential, so the appraisal will consider highest and best use.
 - iv. There was discussion about whether or not it would be in the Town's best interest to make the appraisal public or not during the negotiation. The Board of



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Selectmen will discuss this further and make a determination at an upcoming meeting.

4. Introduction of Various Public Safety Building Site Options and Building Permutations

- a. Stewart Roberts and Phil O'Brien from Johnson Roberts Associates (JRA) introduced themselves and began their presentation.
 - i. Review of Building Program: Meetings were held with the Police and Fire representatives to review and update of the previous program information. There were some changes, but the overall area is about the same as it was.
 - ii. The Police Department program was summarized as consisting of 9,385 gsf including a public zone (vestibule, public lobby, training room, conference room, toilets), Administration (offices, patrol room, physical training, lockers, storage/support) and Secure Area (sally port, booking, interview, storage/vehicle storage).
 - iii. The Fire Department program was summarized as consisting of 15,098 gsf with the layout based on the premise of it being a "healthy fire station" including a hot zone, neutral zone and green zone. In general, it would be made up of 4 double bays (drive through only where site allows), transition area consisting of support spaces and green zone including lockers, bunks, physical training, offices, day room/kitchen, training room and public entrance.
 - iv. For a combined facility option, there would be overall efficiencies in shared spaces including training, physical training and support spaces, which would reduce the total building area by a couple thousand square feet.
 - v. It was noted that the Police facility should have 32 lockers as opposed to the 20 shown in the programming documents.
- b. Discussion of existing facility: JRA provided a summary of their review of the existing facility, which is summarized as follows:
 - i. The record plans have been scanned and do not quite match what was constructed.
 - ii. Floors do not appear to be supported off interior walls, which will provide flexibility in removing interior walls.
 - iii. Accessibility will be a challenge in this building as well as cutting holes where needed.
 - iv. Unreinforced concrete block will be a problem seismically. Would be too costly to bring up to code, but more study would be required on that.
 - v. It will be difficult to meet energy code, will require new windows, doors, roofing, exterior skin and all new MEP.
 - vi. The existing building is only 7,000 sf, so an addition would be needed to meet the proposed Police Department programming requirements.

- vii. There would ultimately be compromises in the final product of a renovation due to the building constraints.
 - c. The Memorial Park site was discussed and the key issues/constraints include the grading challenges, proximity to flood plain and the available area without impacting the ball field. The building would also be close to Town Hall and may require reconfiguration of the Town Hall parking lot.
 - d. The John Wise Ave. site was discussed and this site has grading challenges, wetland constraints and the overall size of the site is limited at only about 1.7 acres.
 - e. The 42 Western Ave. site was discussed and it was noted that a 3 acre portion of the southern side of the site is being considered specifically, which sits at the top of a rise and is generally outside of any potential wetland setbacks. There is evidence of relatively shallow ledge that may require blasting.
5. Discussion of Advantages and Disadvantages of Various Scenarios.
- a. Several options for renovation/new fire station, combined facility and new standalone facilities on the 3 sites were discussed. The key points of discussion include:
 - i. A new fire department is oversized for the Memorial Park Site, it would encroach on the ball field, the bays would have to load onto Shepard Drive and it would need to be raised to get floor elevation out of the flood plain.
 - ii. A standalone police facility could fit at either the existing site or the Memorial Park site. If located on the existing site, it could not be built until the fire department is relocated and police would have to be temporarily relocated, resulting in additional costs for relocation and extended schedule duration. If on the Memorial Park site it would impact the park but could be built in parallel with a standalone fire department.
 - iii. A combined facility does not fit on the John Wise Ave. site due to the overall size of the parcel, the challenges associated with the significant drop in grade and the wetlands.
 - iv. A standalone building (more likely fire) could fit at the John Wise Ave. site, but would require a significant amount of fill for a slab on grade structure with bays fronting on John Wise Ave.
 - v. 42 Western Ave. is the only site where a combined facility could fit, realizing the benefits of the efficiencies of a combined facility and generally allows for an optimal layout for a single story building, daylight and drive through bays.
6. General discussion on whether any given scenario(s) may be ruled out or at least studied in a more cursory fashion.
- a. The two scenarios that have the greatest potential were identified as:
 - i. Combined facility on the 42 Western Ave. parcel

- ii. New standalone police building on either the existing site or the Memorial Park site and a standalone fire building on the John Wise Ave. site.
 - b. These two options will be studied in greater detail for discussion at the next meeting.
 - c. All of the options discussed will be summarized in the final study to document the breadth of options considered.
 - d. It was also requested that the “Bresnahan Parcel” located on the south side of the John Wise Ave site could help to alleviate the current constraints if it were acquired and available as part of the developable area. JRA will review whether or not this would be a significant benefit, particularly if it could support a combined facility with the additional land area.
 - e. The question was raised as to whether or not the Gaybrook parcel should be considered. It was noted that this was raised at a previous meeting where private properties were identified and ranked. It was dismissed due to its distance from the center of Town and particularly long response time for responders traveling from/to Southern Ave.
7. Discuss methods and messages for involving the public and keeping residents up to date on the site selection and design process.
- a. December 13th was identified as a target date for a public forum, to be held in the Town Hall Auditorium.
 - b. There is also an upcoming spaghetti supper where it may make sense to hand out a flyer on the project.
 - c. The next meetings of the TBC were proposed to be November 20th and December 4th.
8. Items that were not apparent to the Chairman by the meeting posting deadline.
- a. No discussion
9. Public Comment
- a. No discussion

The next TBC meeting is scheduled for Tuesday, November 20, 2018 at 7:00 in the Town Hall, 3rd Floor Auditorium.

Attachments:

Essex Public Safety Building, Essex, Massachusetts, Design Presentation, November 8, 2018

-End of Minutes-

Tim Dorman, NV5

Lisa O'Donnell, Committee Chair



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**JOHNSON
ROBERTS**
ASSOCIATES INC.

ARCHITECTS

Essex Public Safety Building

Essex, Massachusetts

Design Presentation November 8, 2018

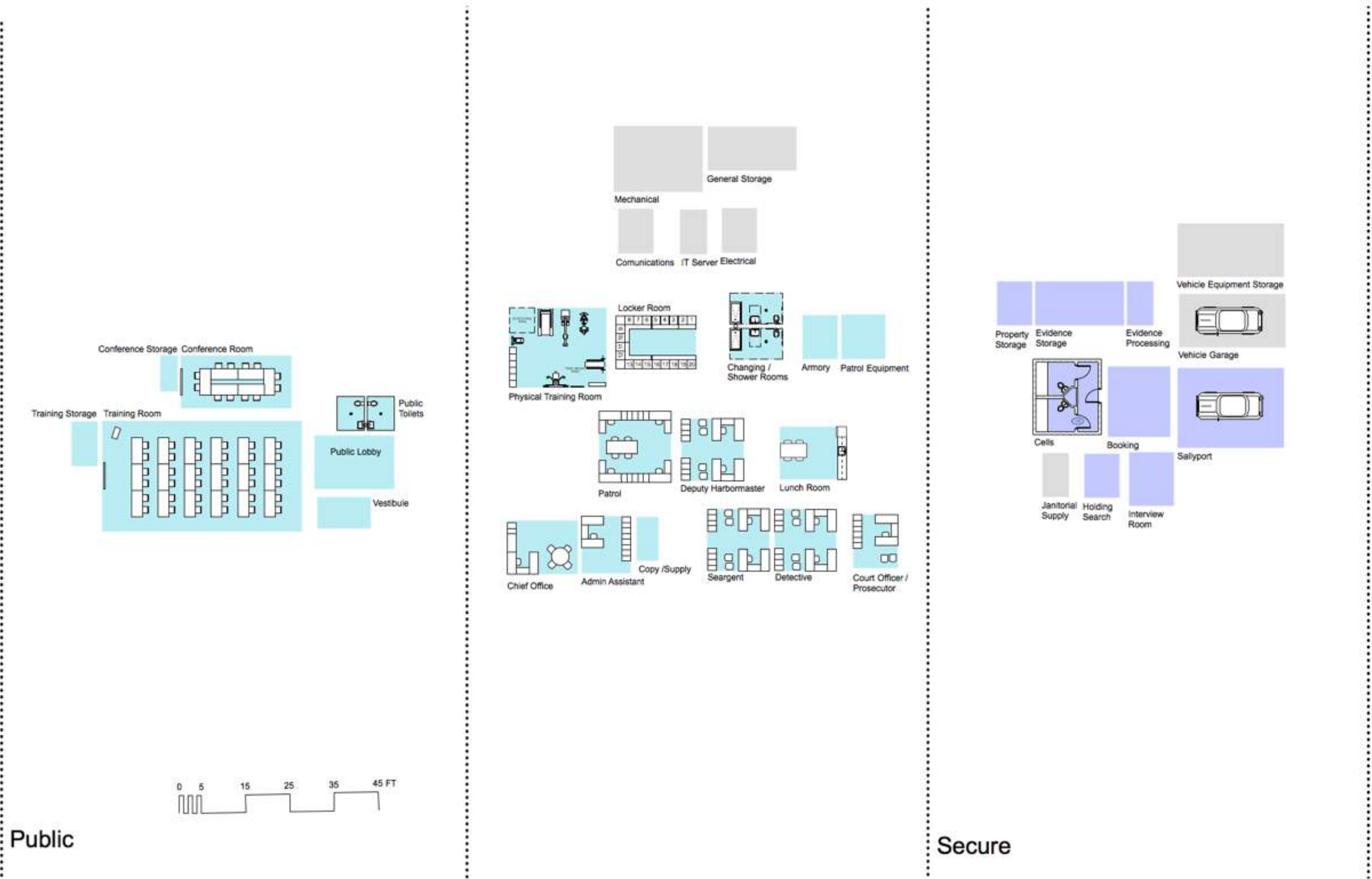
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ASSOCIATES INC.

ARCHITECTS

Space Needs/ Building Program

Essex Public Safety Building Project

Building Program - Police Department

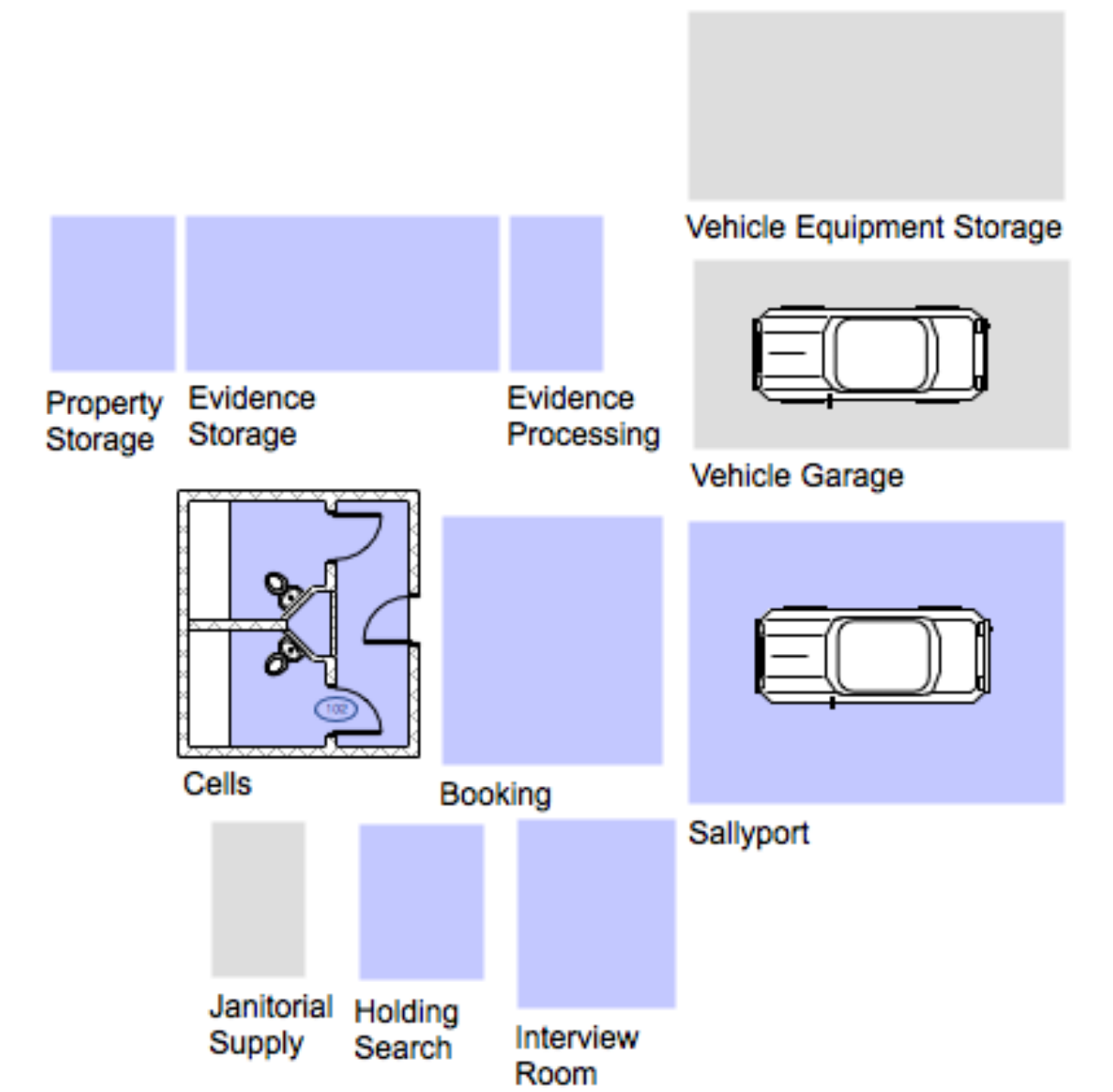
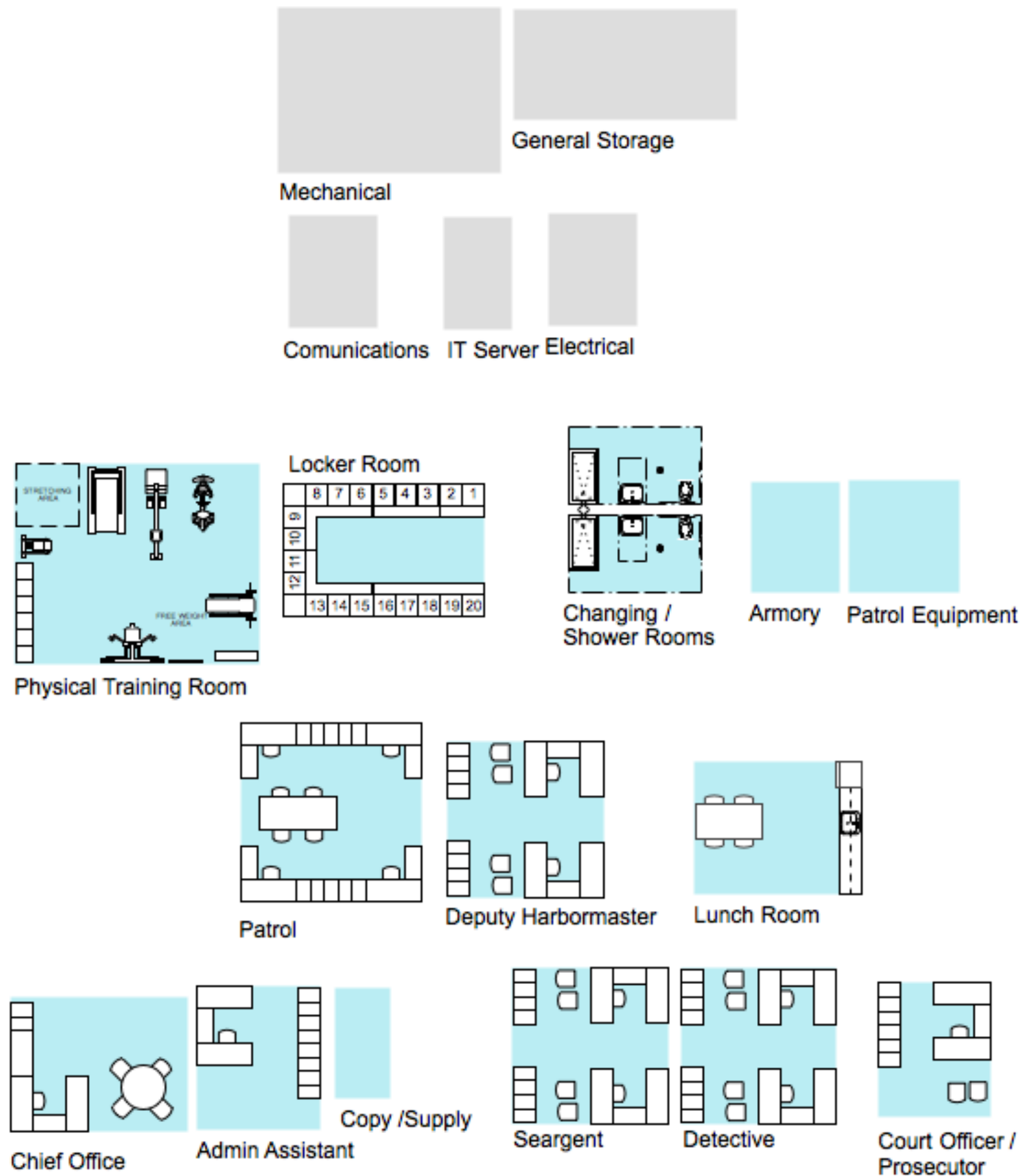
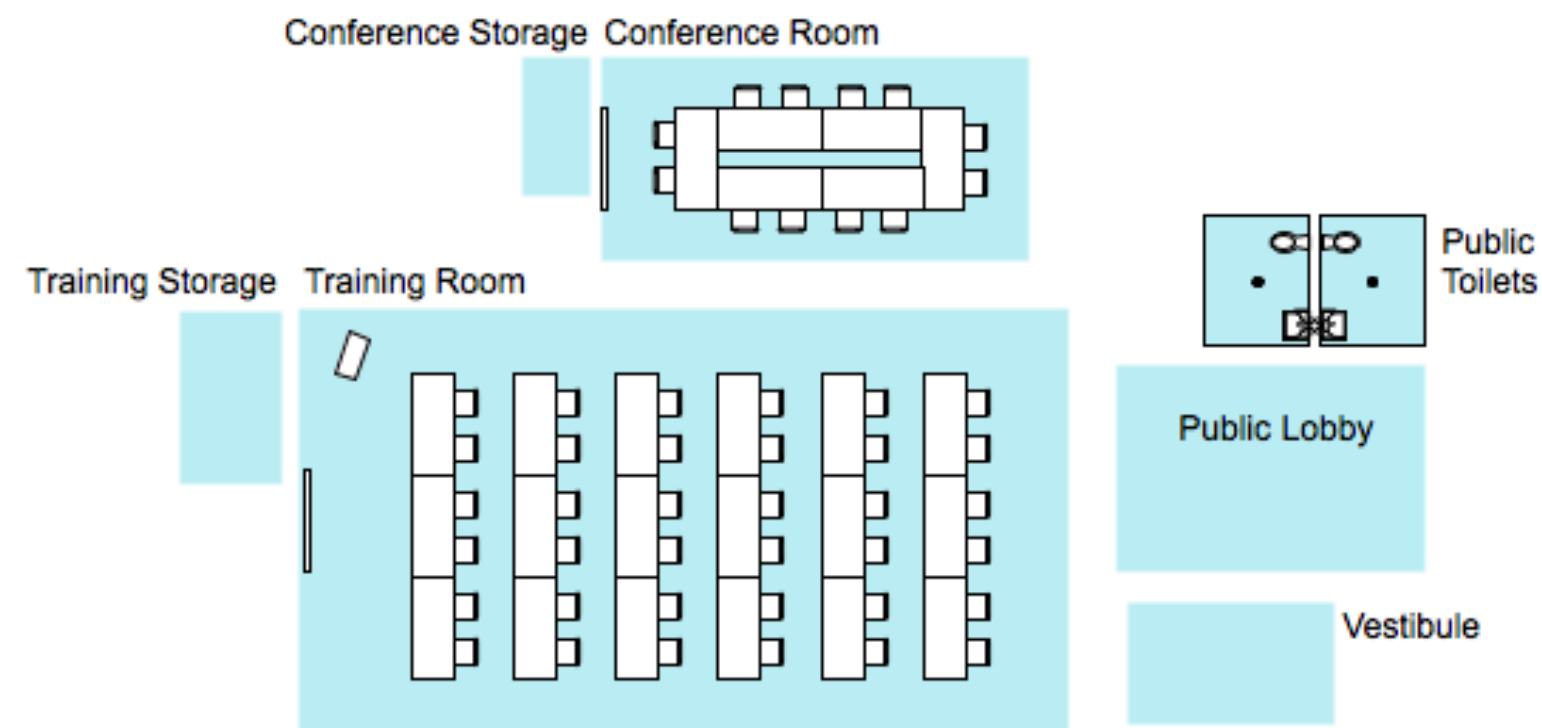


Police Station

Public	Vestibule	84 SF
	Lobby / Waiting	200 SF
	Meeting / Training Room	1,125 SF
	Meeting Room Storage	60 SF
	Conference/ Multi-Purpose	300 SF
	Multi-Purpose Storage	60 SF
Department	Administrative Assistant	140 SF
	Copy / Supply	50 SF
	Chief's Office	200 SF
	Sergeant's Office	200 SF
	Detective's Office	200 SF
	Court Officer / Prosecutor's Office	120 SF
	Deputy Harbormaster	200 SF
	Patrol Office / Report Writing	300 SF
	Locker Room	215 SF
	Changing / Shower Room 1	84 SF
	Changing / Shower Room 2	84 SF
	Physical Training /Room	400 SF
	Kitchen / Lunch Room	250 SF
	Armory	80 SF
	Patrol Equipment Room	100 SF
	Janitor/ Supply Room	60 SF
	General Storage	200 SF
	IT / Server Room	60 SF
	Communications	80 SF
	Electric Room	
	Mechanical Room	
	Vehicle Garage	300 SF
	Vehicle Equipment Storage	300 SF
Secure	Sallyport	400 SF
	Victim / Witness Interviw Room	120 SF
	Evidence Processing	60 SF
	Evidence Storage	200 SF
	Booking	200 SF
	Holding / Search	80 SF
	Holding Cells	240 SF
	Property Storage Room	80 SF
	Interview / Interrogation	120 SF
	Total Net SF	6,952 SF
Net to Gross		1.35
Total Police Gross SF		9,385 SF

Essex Public Safety Building Project

Building Program - Police Department

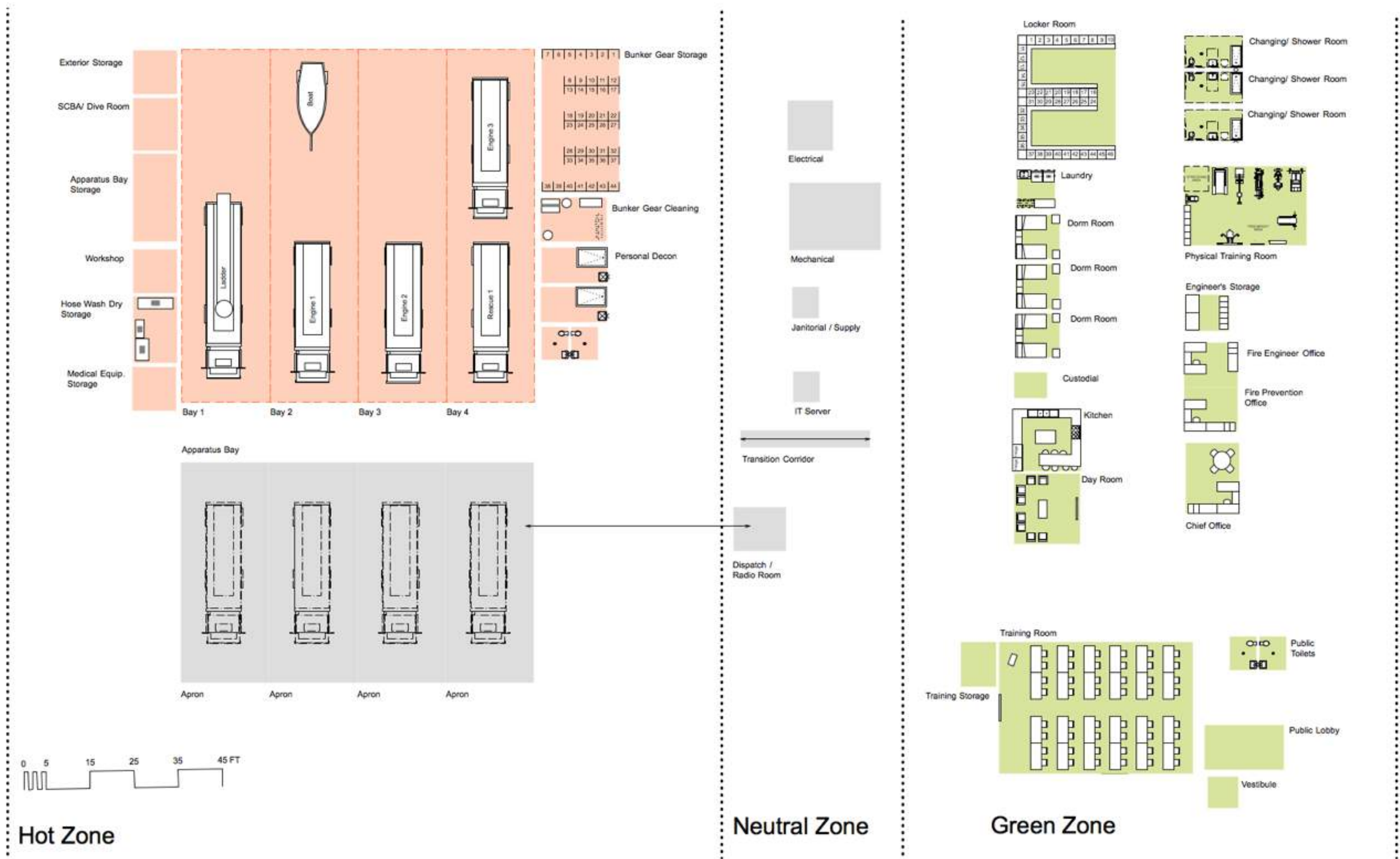


Public

Secure

Essex Public Safety Building Project

Building Program - Fire Department



Fire Station

Green Zone

Vestibule	50 SF
Lobby / Waiting	180 SF
Meeting / Training Room	800 SF
Meeting Storage	60 SF
Kitchen	200 SF
Day Room	240 SF
Chief's Office	190 SF
Fire Prevention Office	120 SF
Fire Engineers Office	120 SF
Engine's Storage	60 SF
Laundry	80 SF
Locker Room	620 SF
Changing Shower Room 1	84 SF
Changing Shower Room 2	84 SF
Changing Shower Room 3	84 SF
Bunk Room 1	100 SF
Bunk Room 2	100 SF
Bunk Room 3	100 SF
Physical Training	500 SF

Neutral Zone

Dispatch/ Radio Room	120 SF
Janitor / Supply	6 SF
IY Server Room	60 SF
Electrical Room	
Mechanical Room	

Red Zone

Apparatus Bays	6,400 SF
Bunker Gear Storage	560 SF
Bunker Gear Cleaning	150 SF
Personal Decon 1	120 SF
Personal Decon 2	120 SF
Hose Wash / Dry	150 SF
Workshop	100 SF
Medical Equipment Storage	100 SF
SCBA Equipment	120 SF
Exterior Storage	100 SF
Building Storage	200 SF

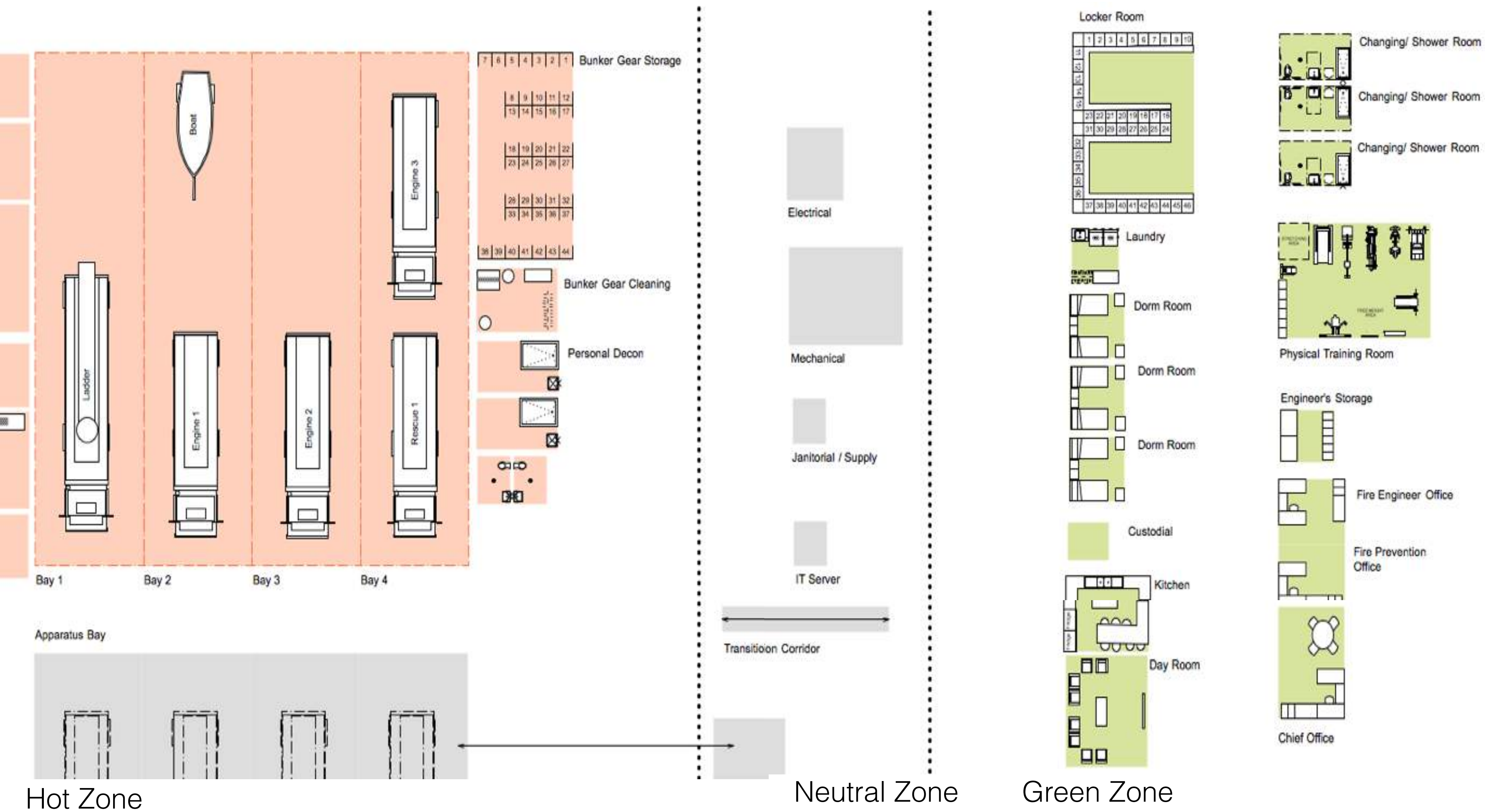
Total Net SF	12,078 SF
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Net to Gross	1.25
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Total Fire Gross SF	15,098 SF
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Essex Public Safety Building Project

Building Program - Fire Department

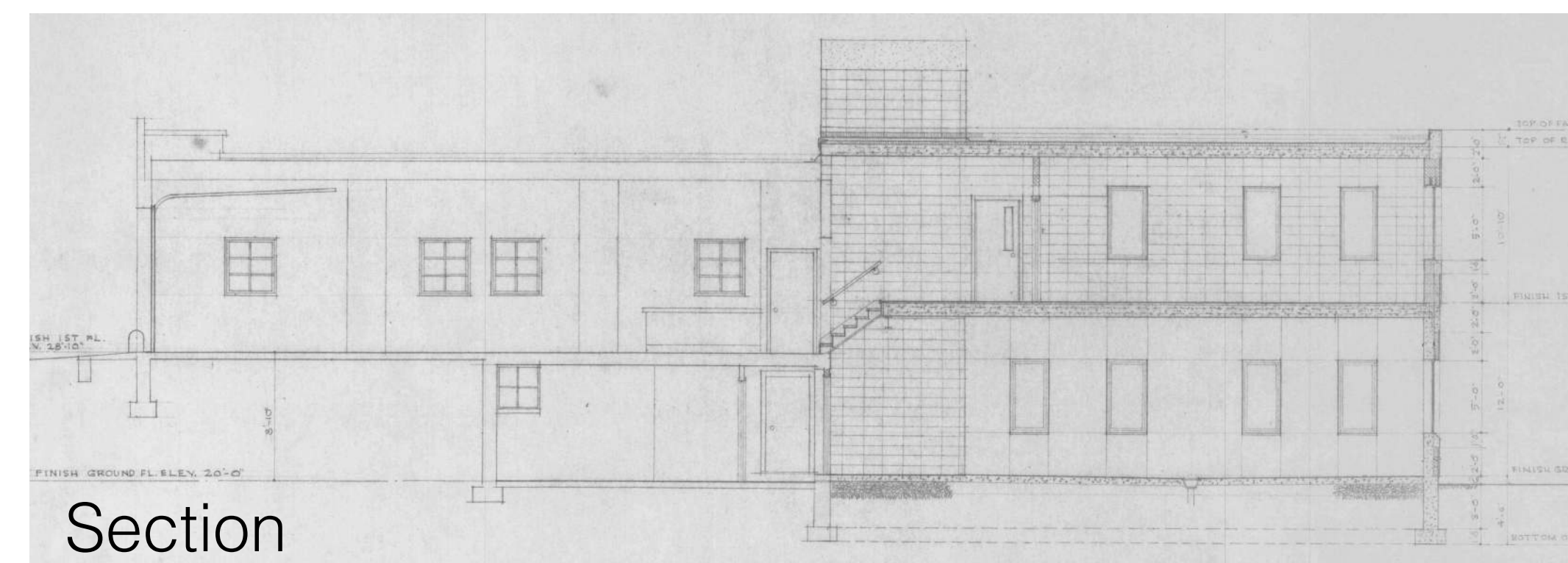
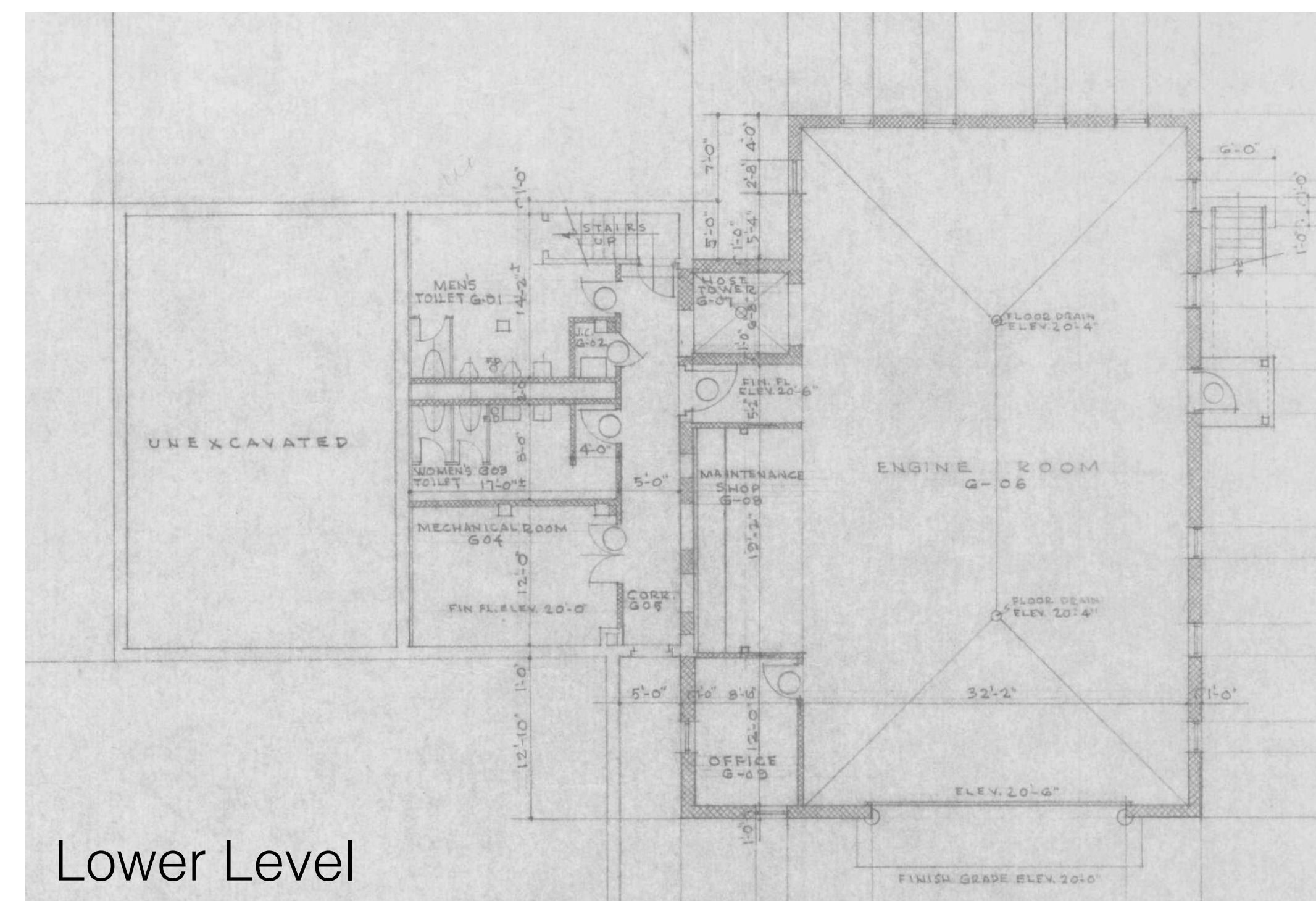
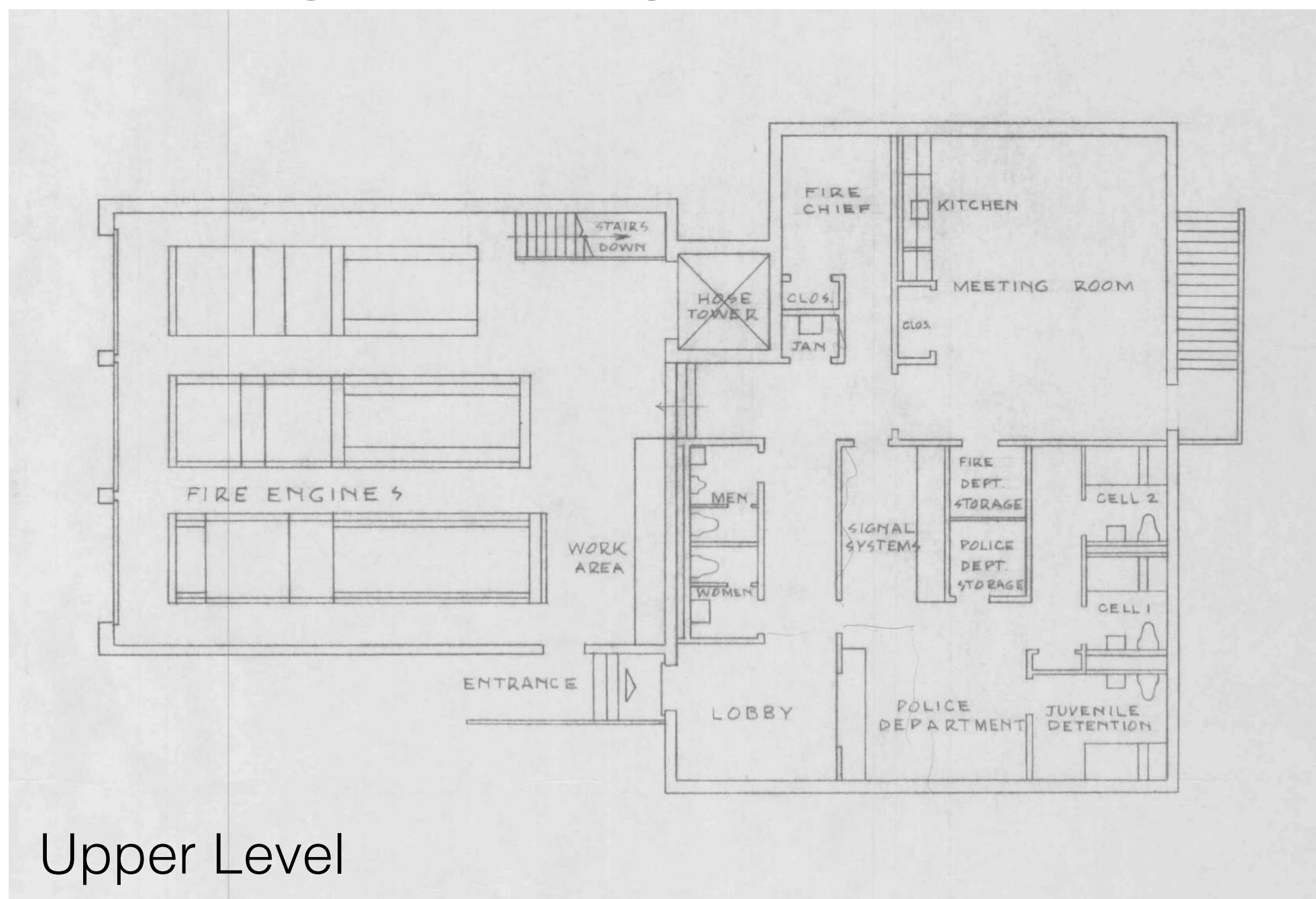


Building and Site Analysis

- Existing Building
- Existing Site & Park Site
- John Wise Site
- Western Ave Site

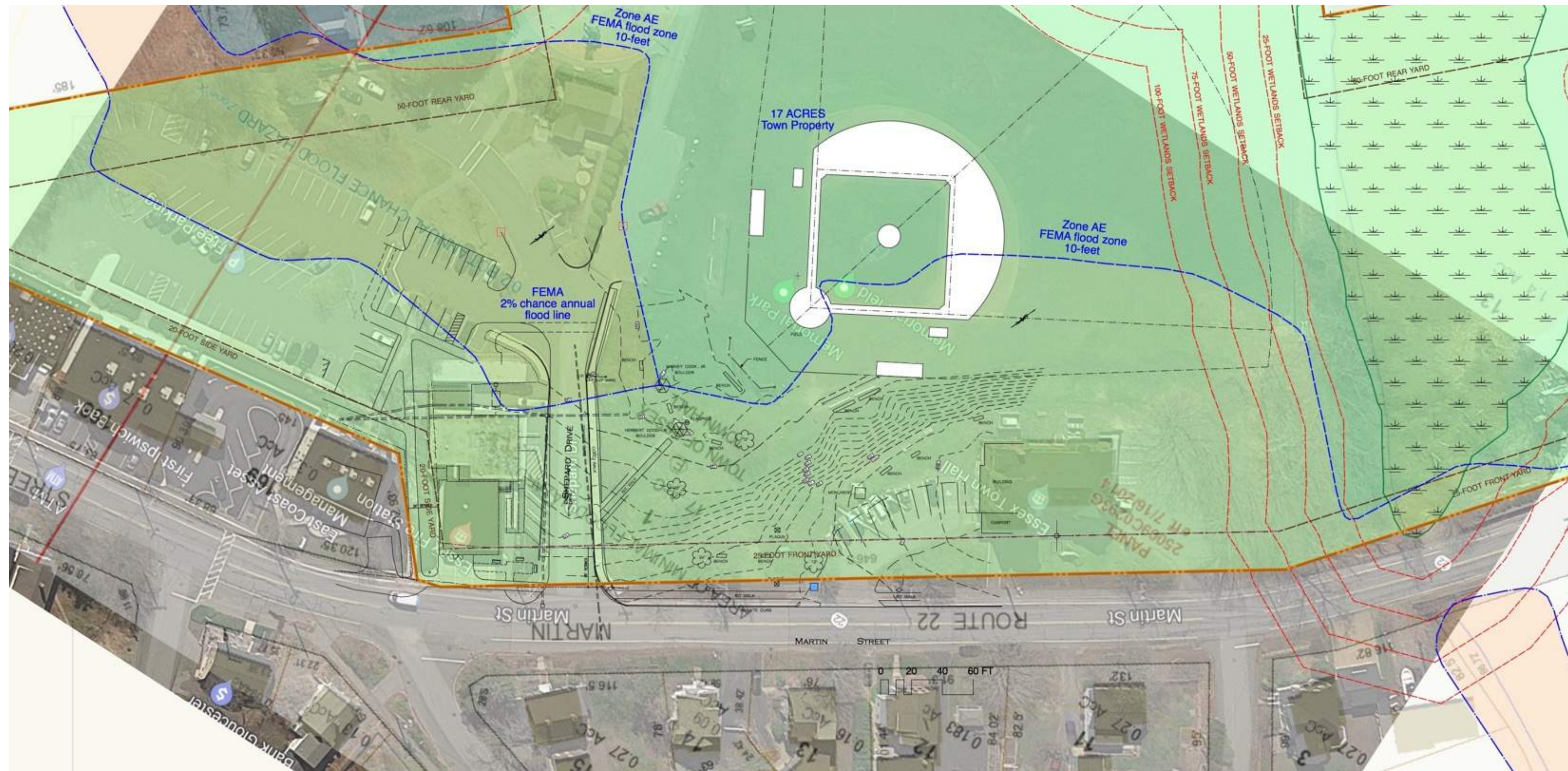
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Existing Building



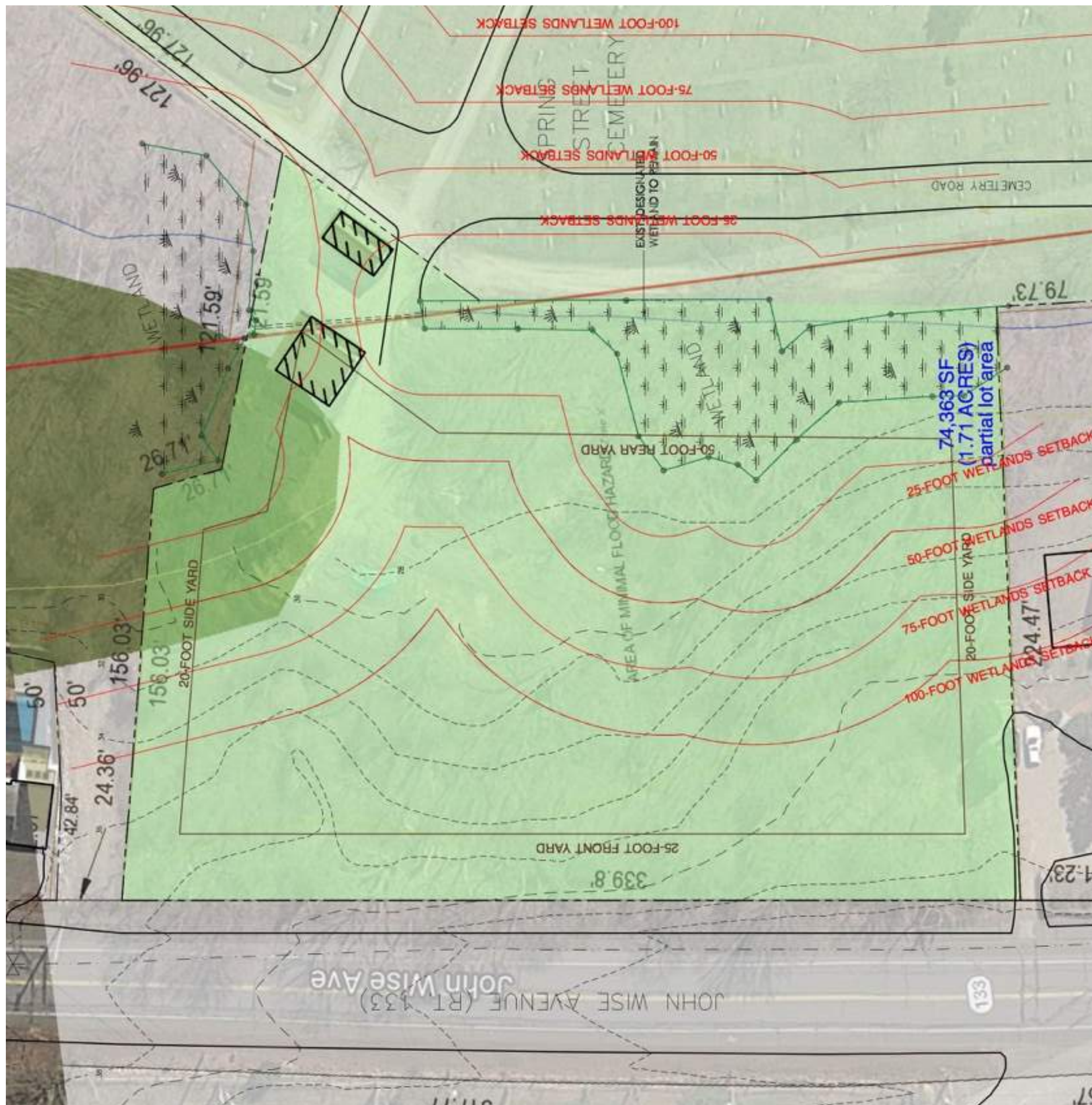
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Existing Site



Essex Public Safety Building Project

John Wise Site



Essex Public Safety Building Project

Western Ave Site

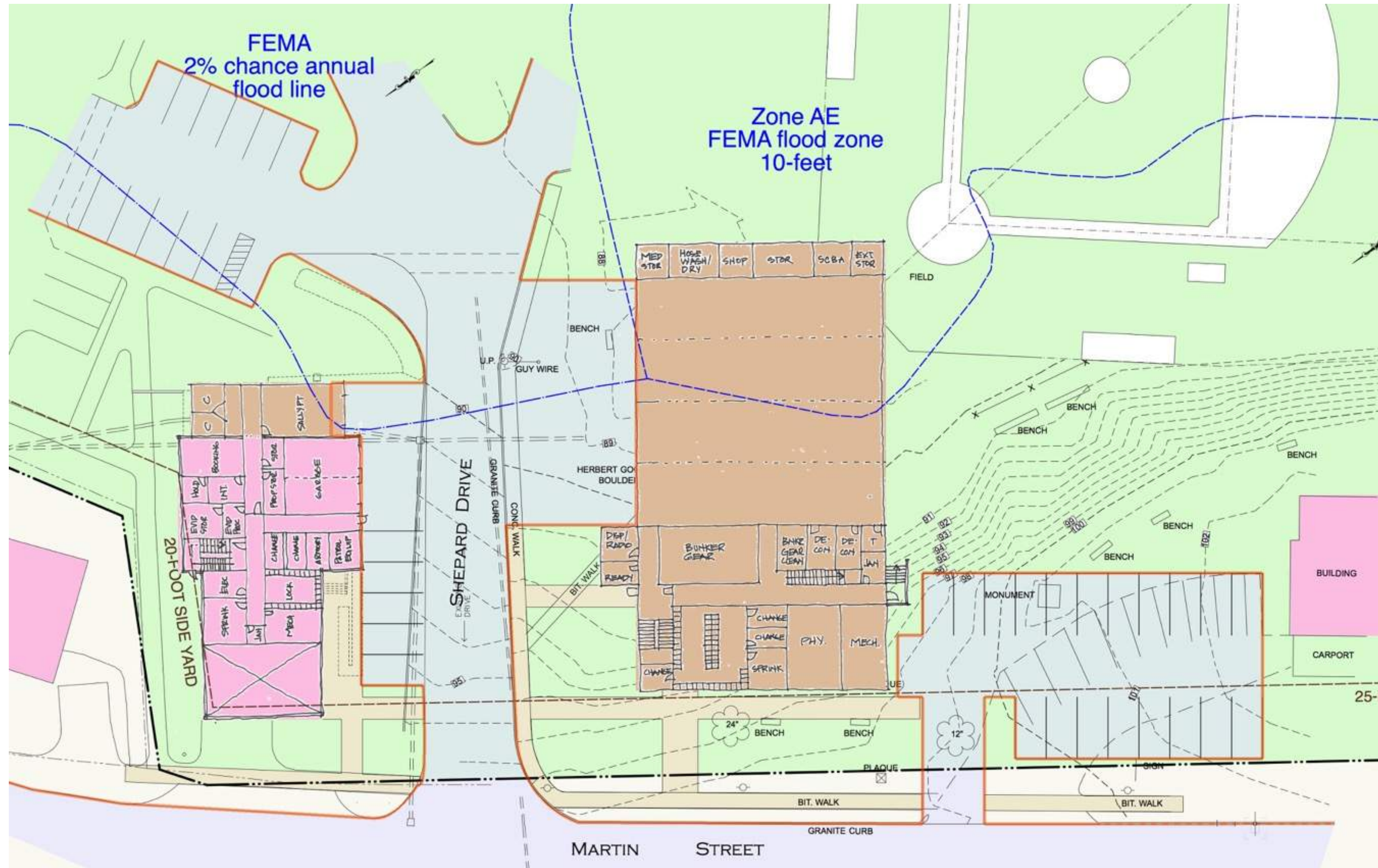


Options

- 1A - Existing Site: Police (Reno) - Park Site: Police (New)
- 1B - Existing Site: Police (New) - Park Site: Police (New)
- 2A - Existing Site: Police (Reno) - John Wise Site: Fire (New)
- 2B - Existing Site: Police (New) - John Wise Site: Fire (New)
- 2C - Park Site: Police (New) - John Wise Site: Fire (New)
- 3A - Existing Site: Police (Reno) - Western Ave: Fire (New)
- 3B - Western Ave: Combined Police & Fire (New)
- 3C - John Wise Site: Police (New) - Western Ave: Fire (New)

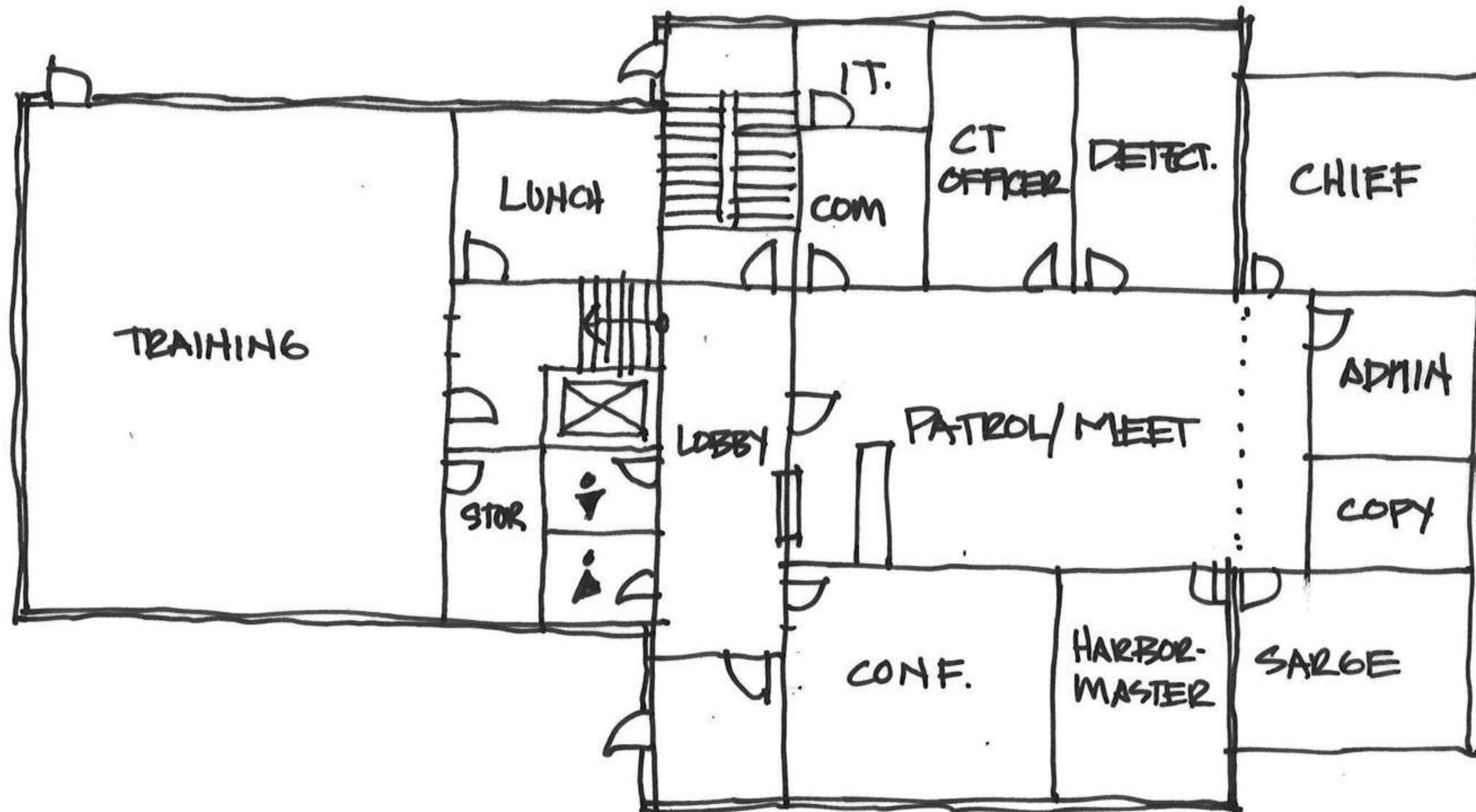
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Option 1A Existing Site: Police (Reno) - Park Site: Fire (New)



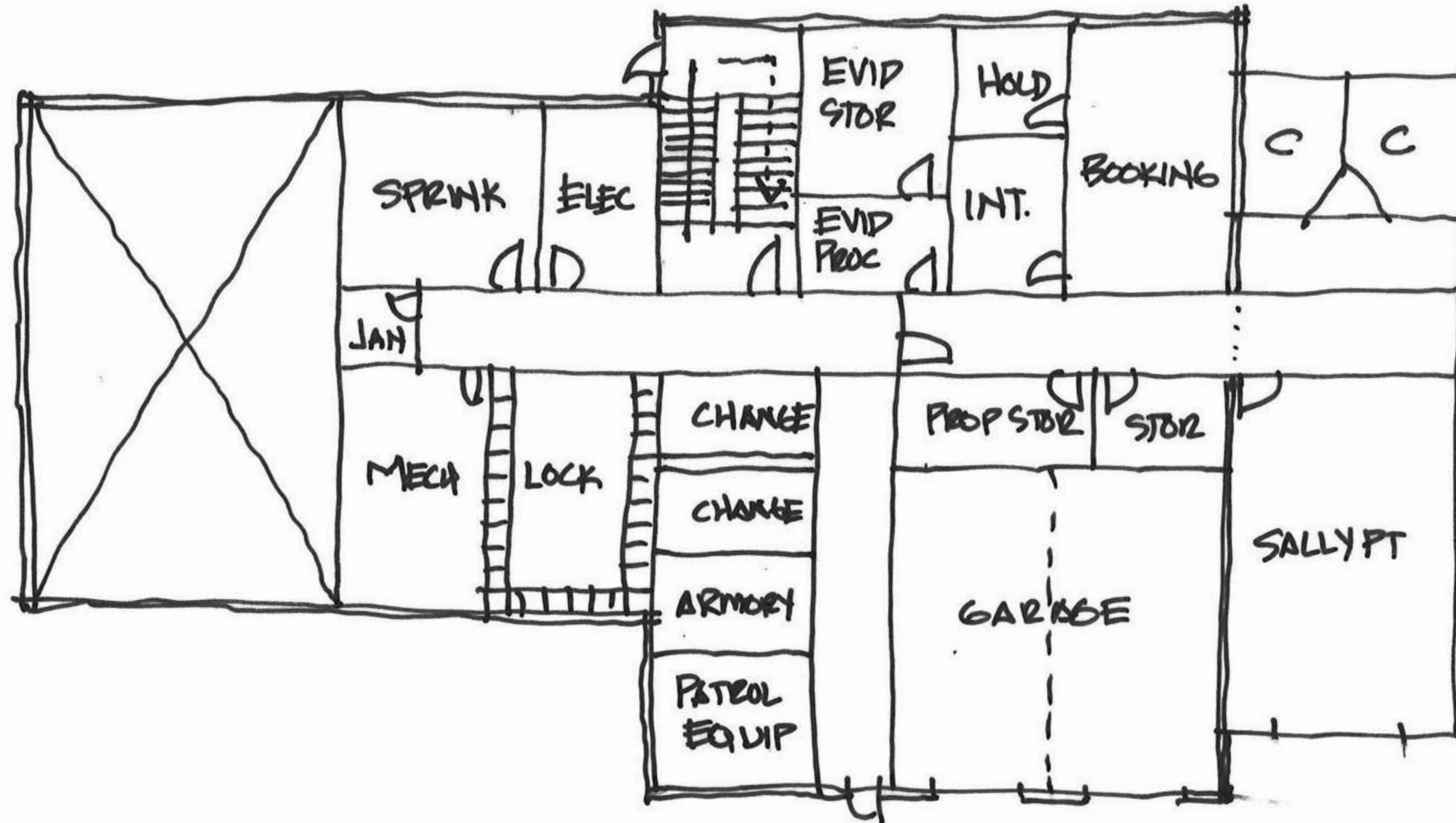
Essex Public Safety Building Project

Option 1A - Existing Building: Police (Renovation) - Upper Floor



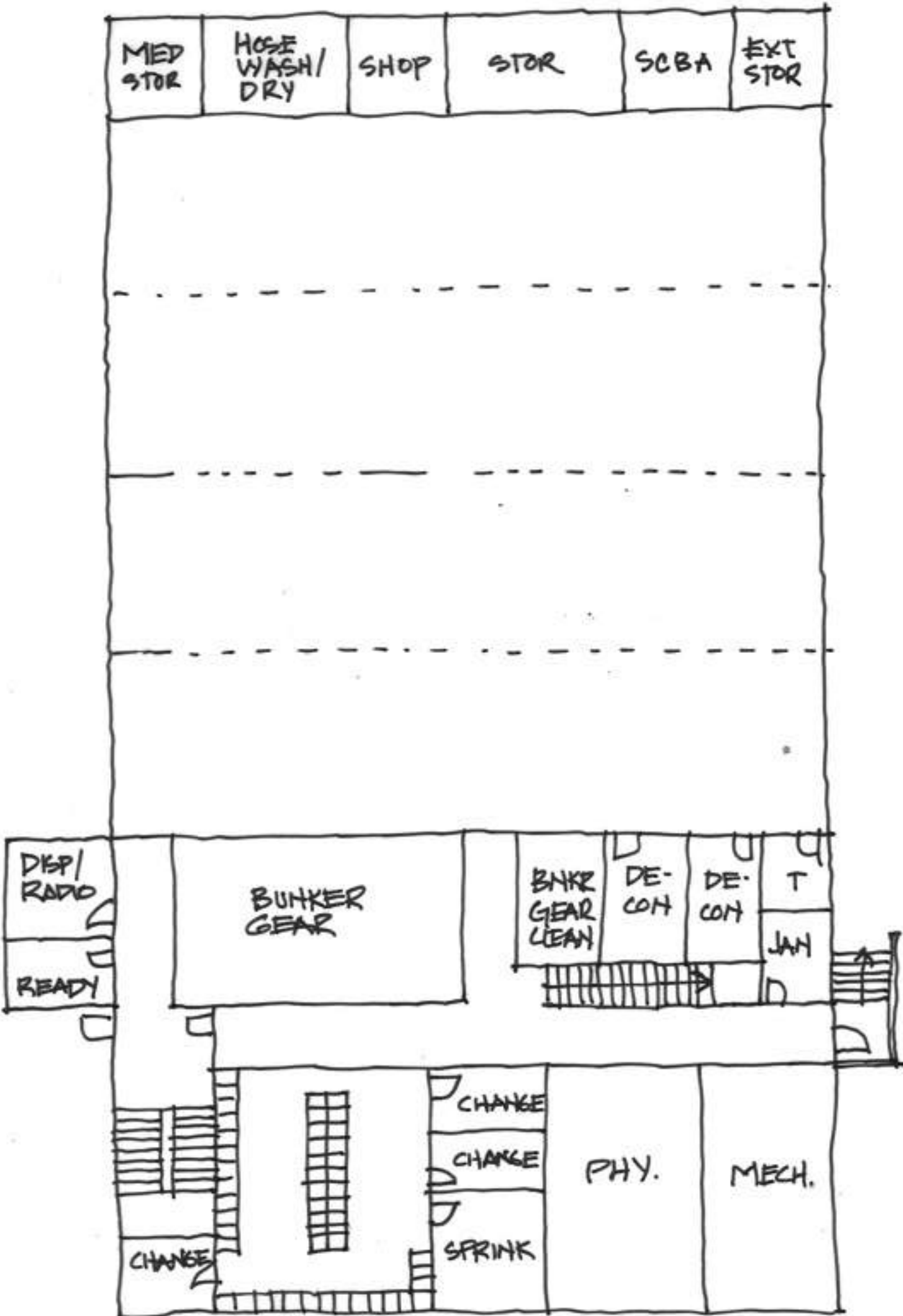
Essex Public Safety Building Project

Option 1A - Existing Building: Police (Renovation) - Lower Floor

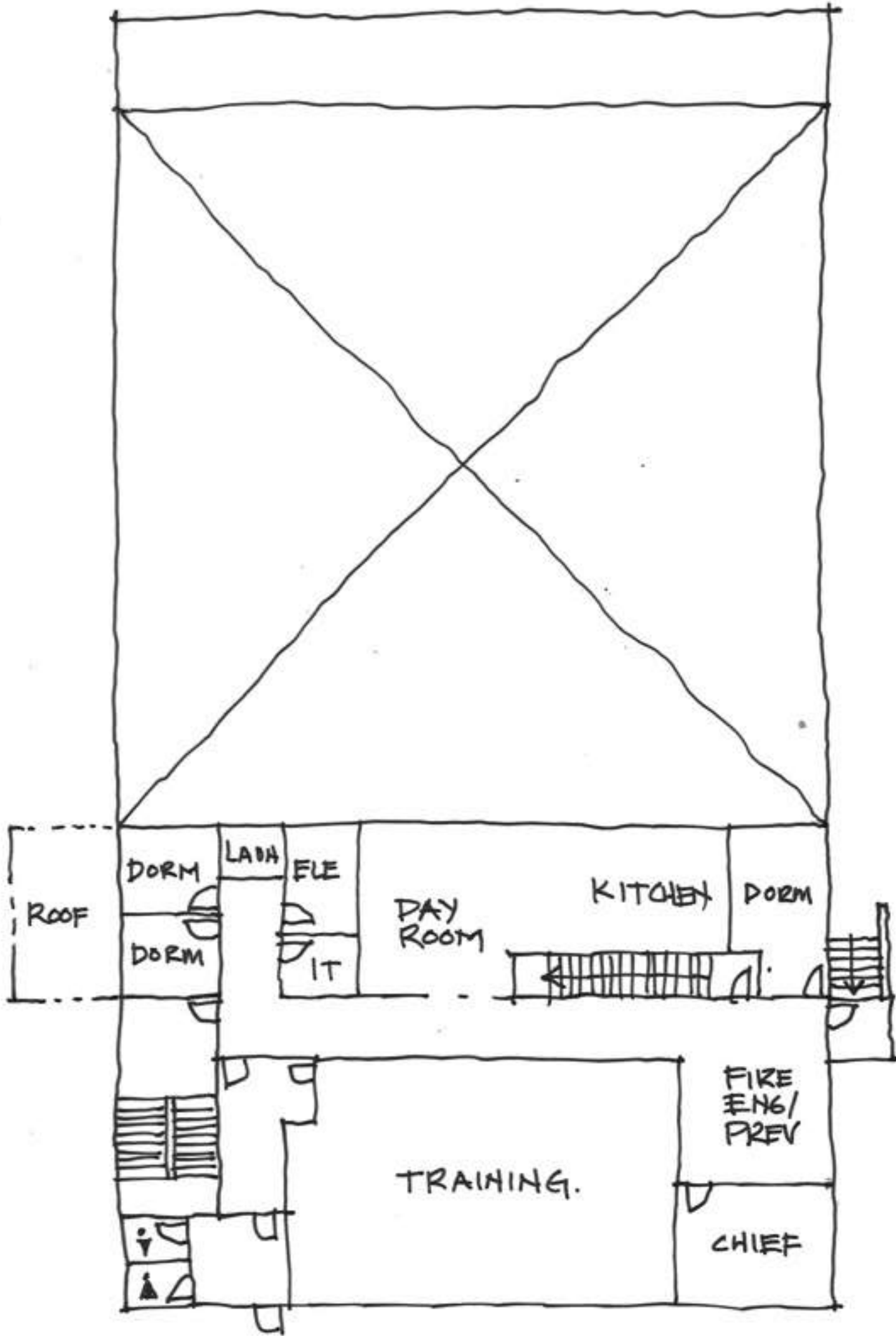


Essex Public Safety Building Project

Option 1A - Park Site: Fire (New) - Lower Floor



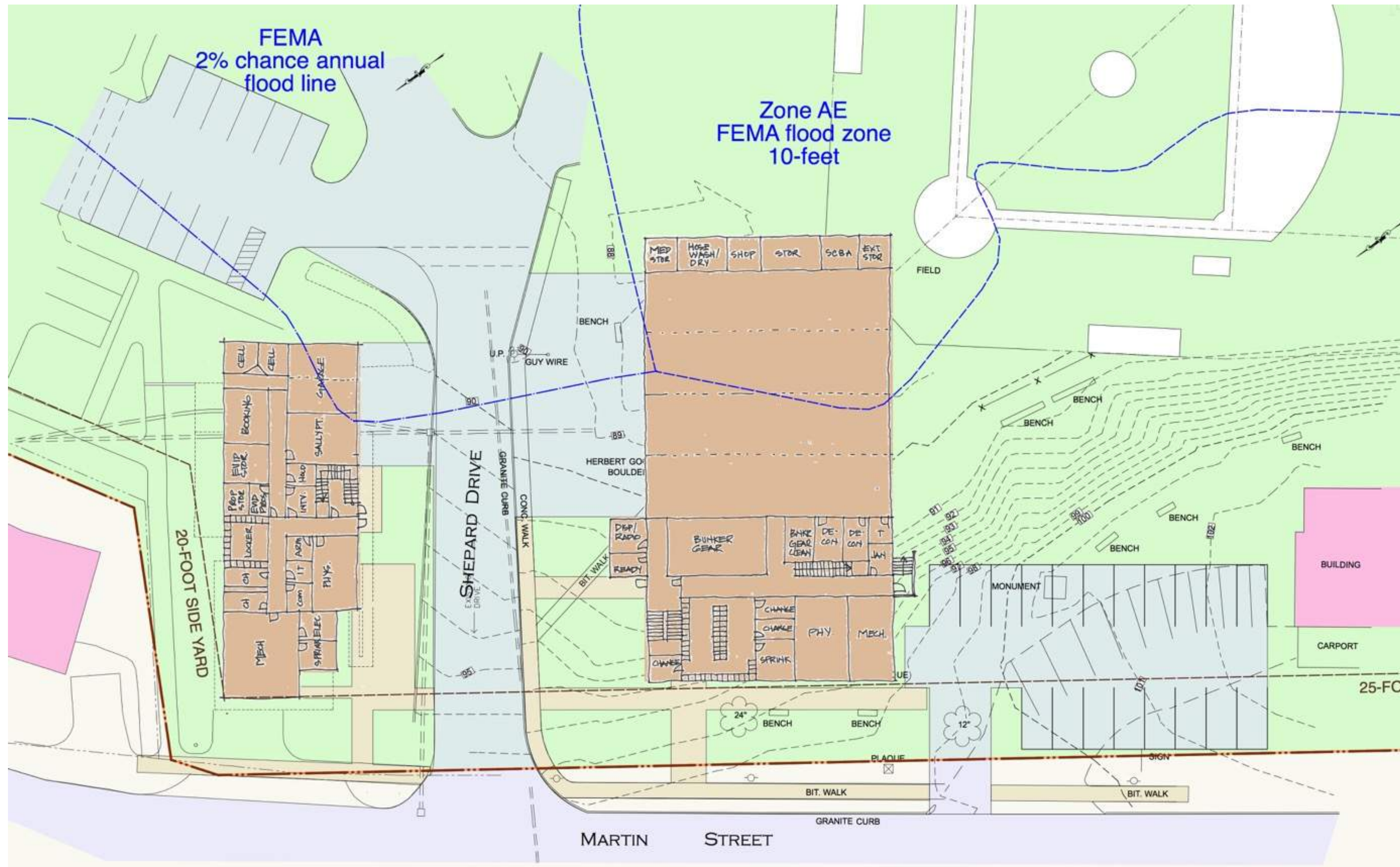
Lower Level



Upper Level

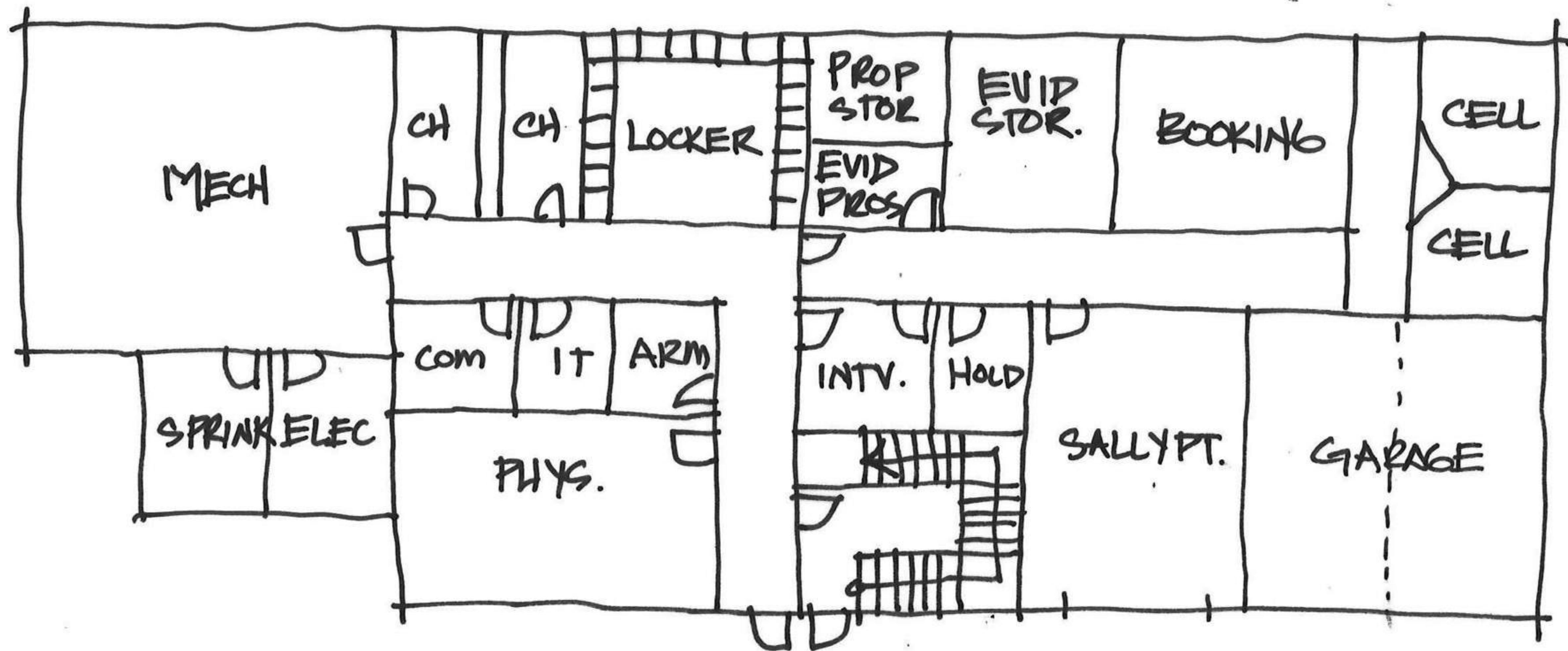
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Option 1B Existing Site: Police (New) - Park Site: Fire (New)



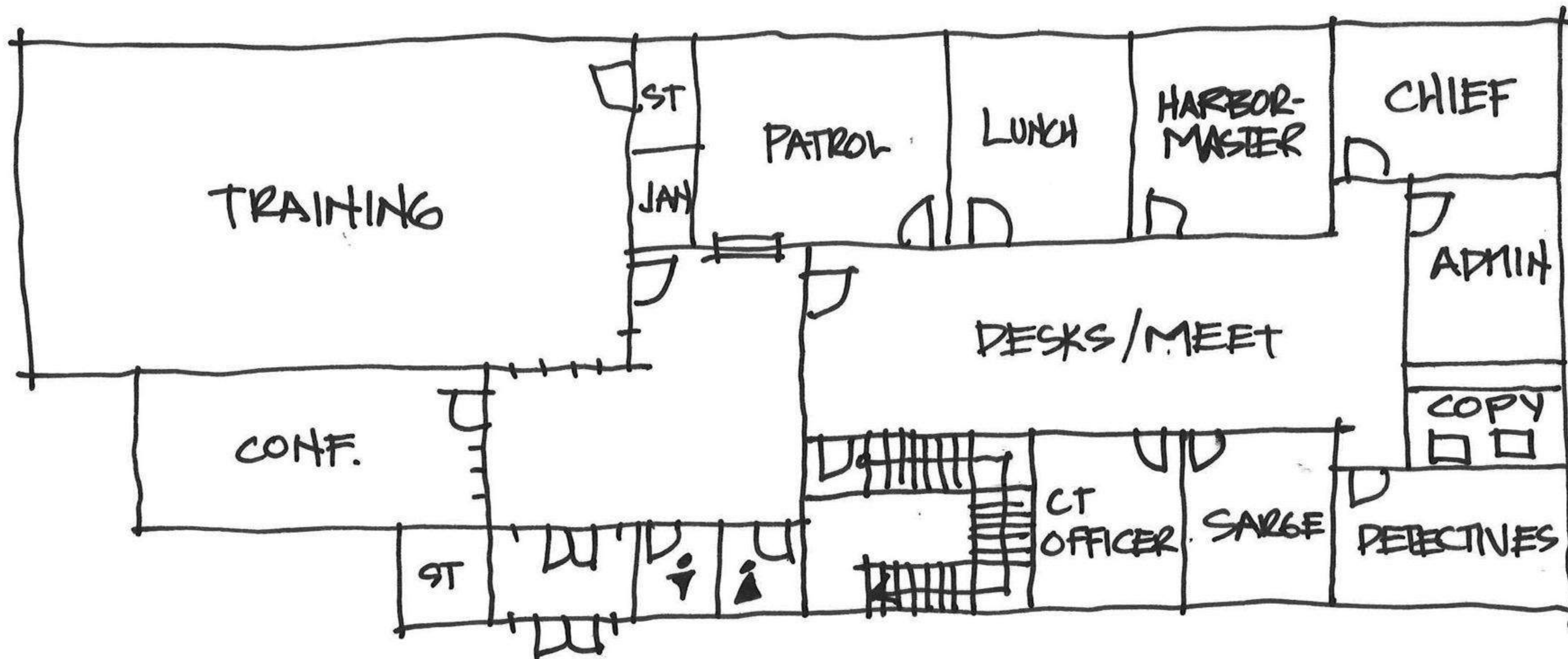
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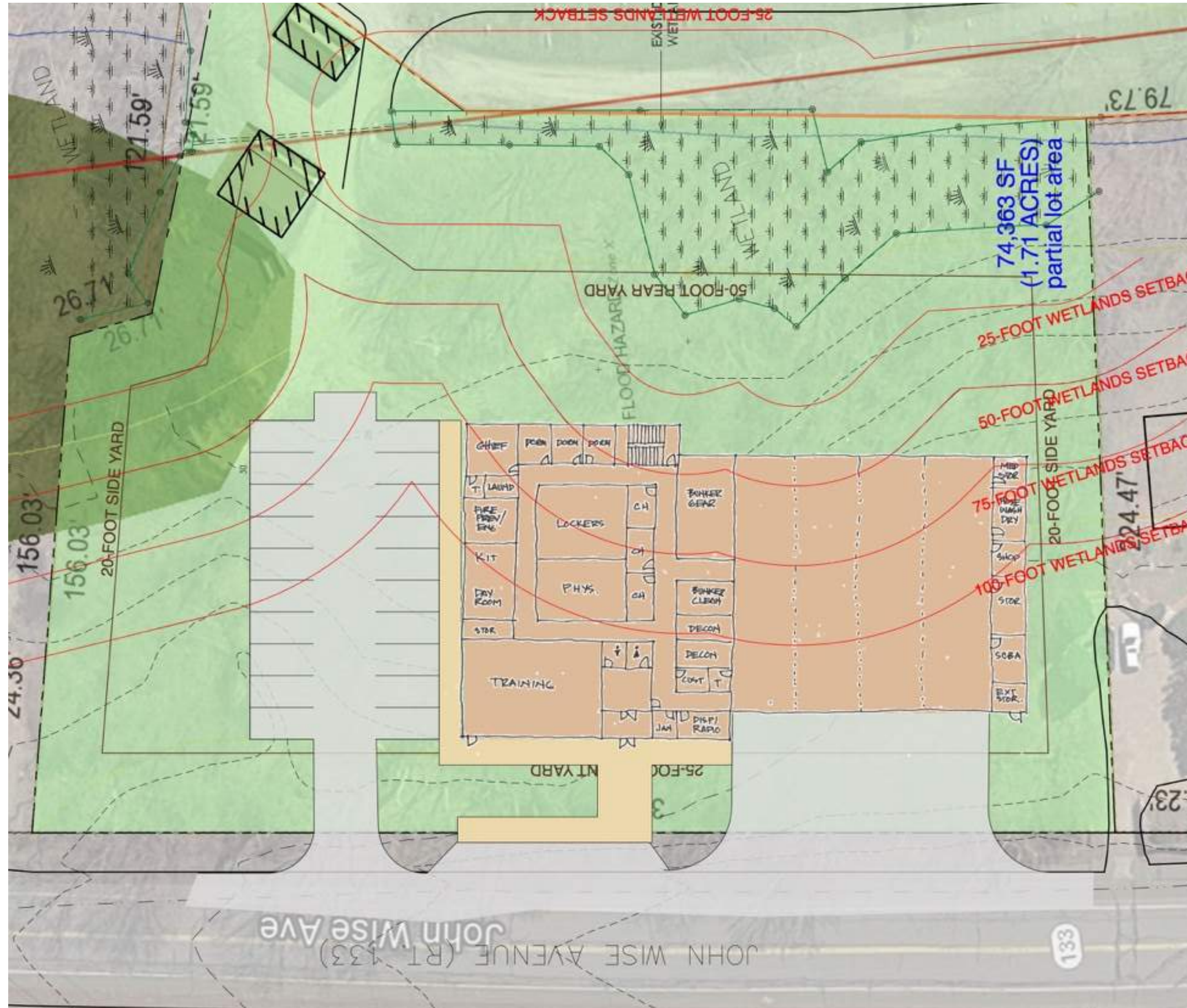
Option 1B - Existing Building: Police (New) - Lower Floor



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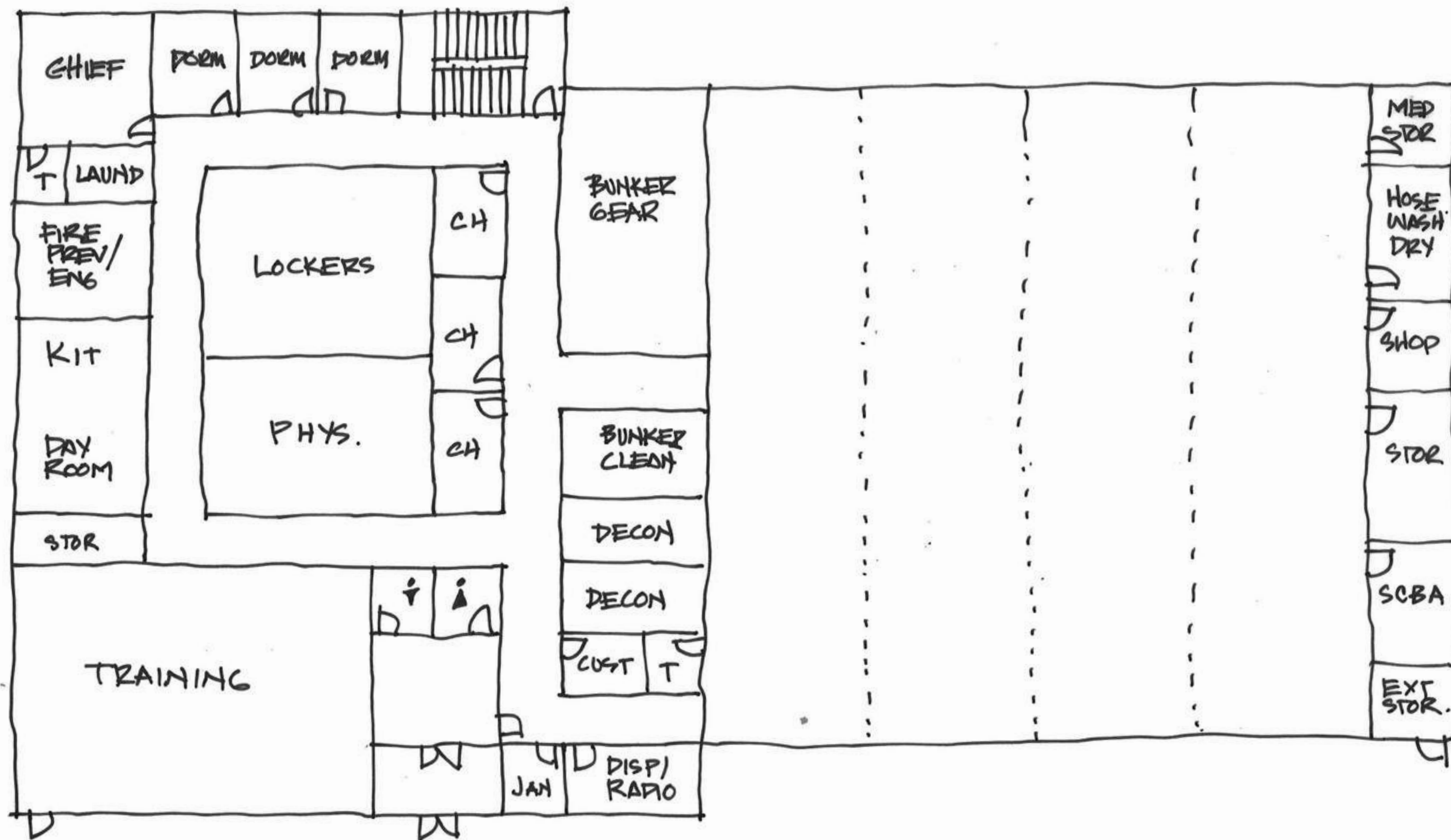
Option 1B - Existing Building: Police (New) - Lower Floor





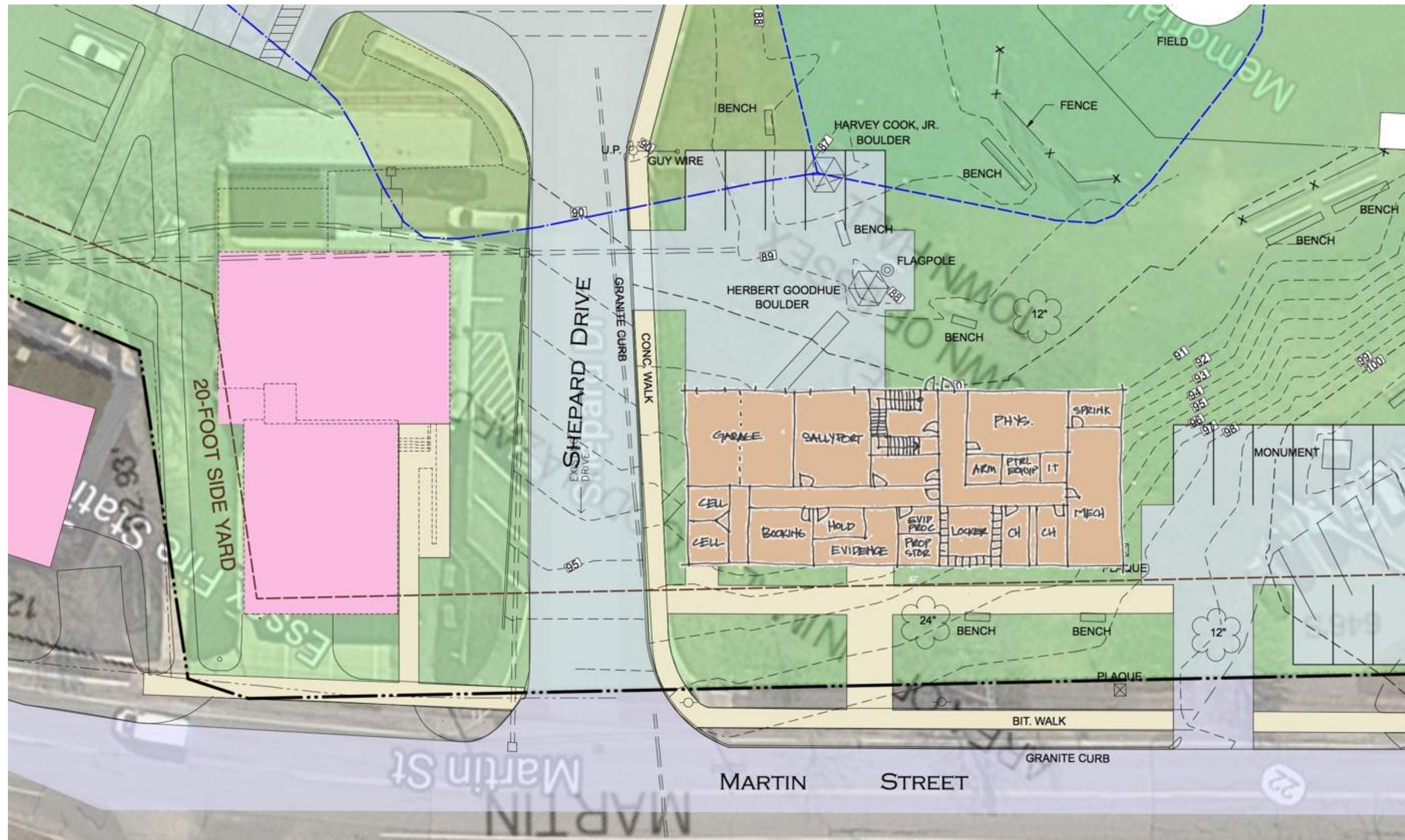
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Option 2A - John Wise Site: Fire (New)



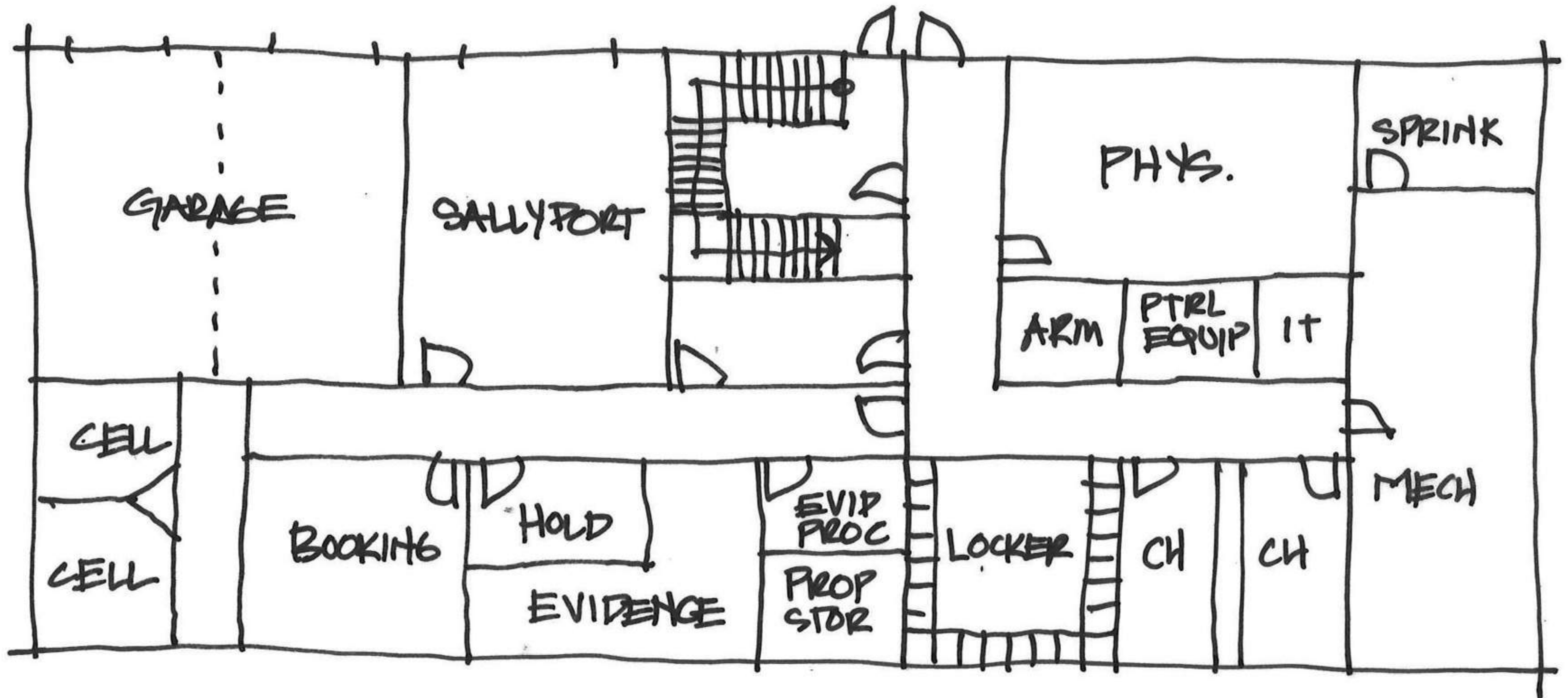
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Option 2C - Park Site: Police (New) - John Wise Site: Fire (New)



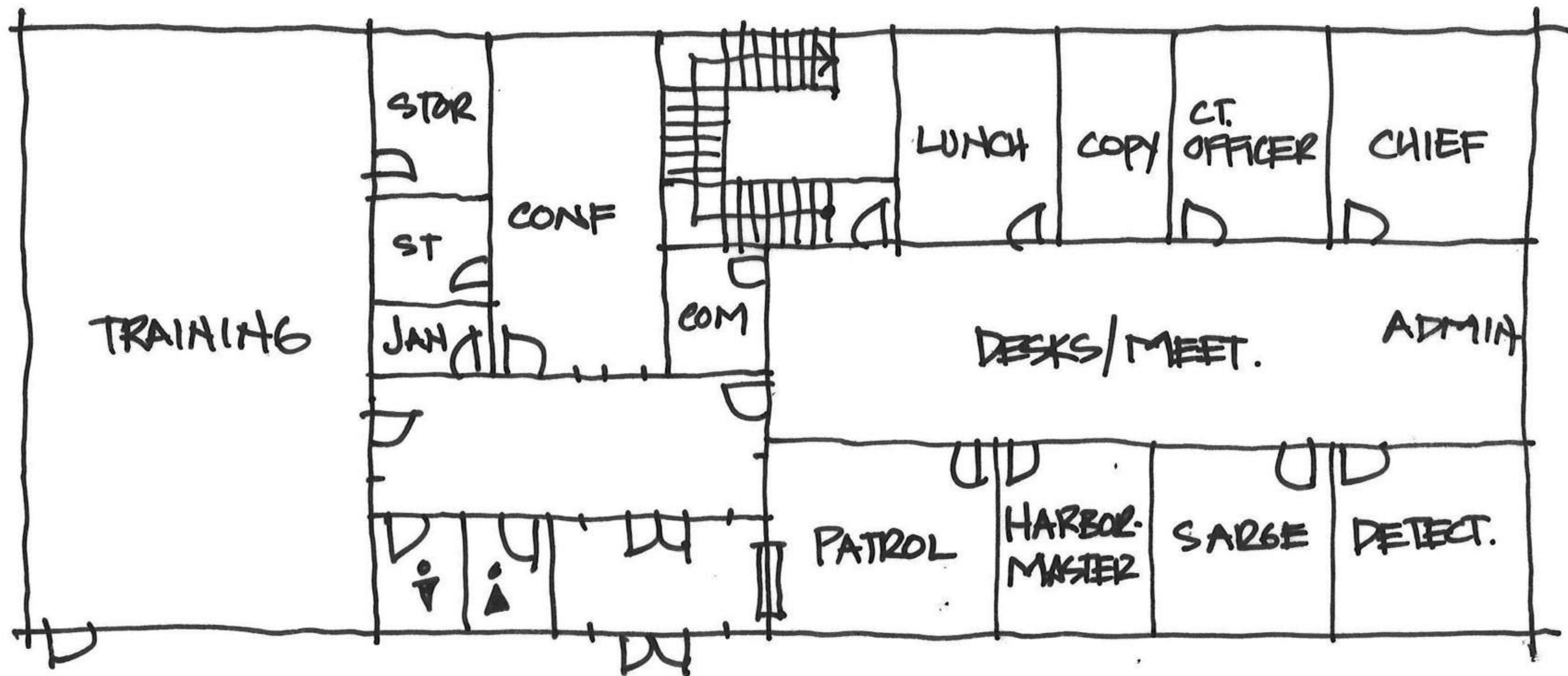
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Park Site: Police (New) Lower Level



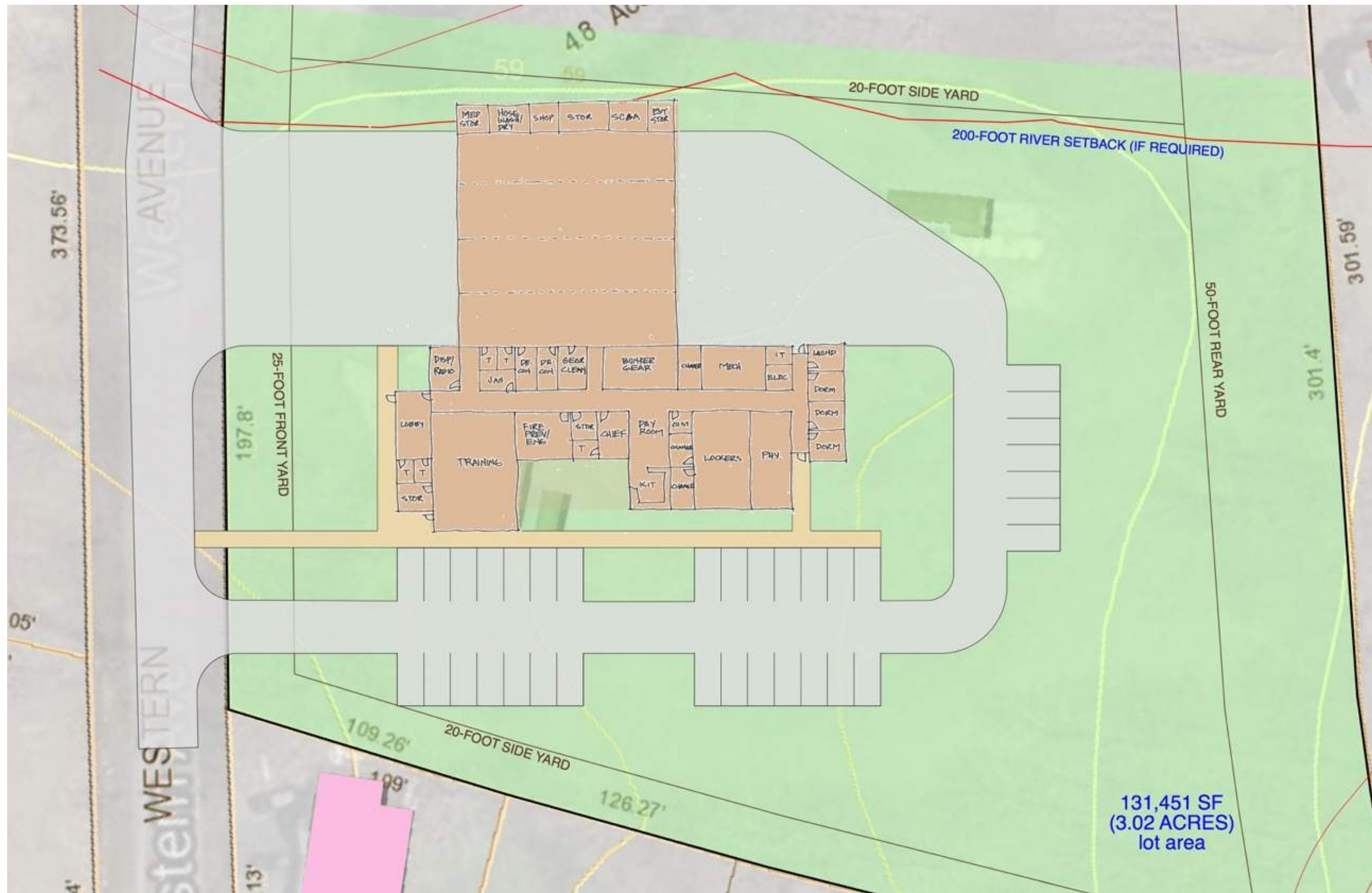
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Park Site: Police (New) Upper Level



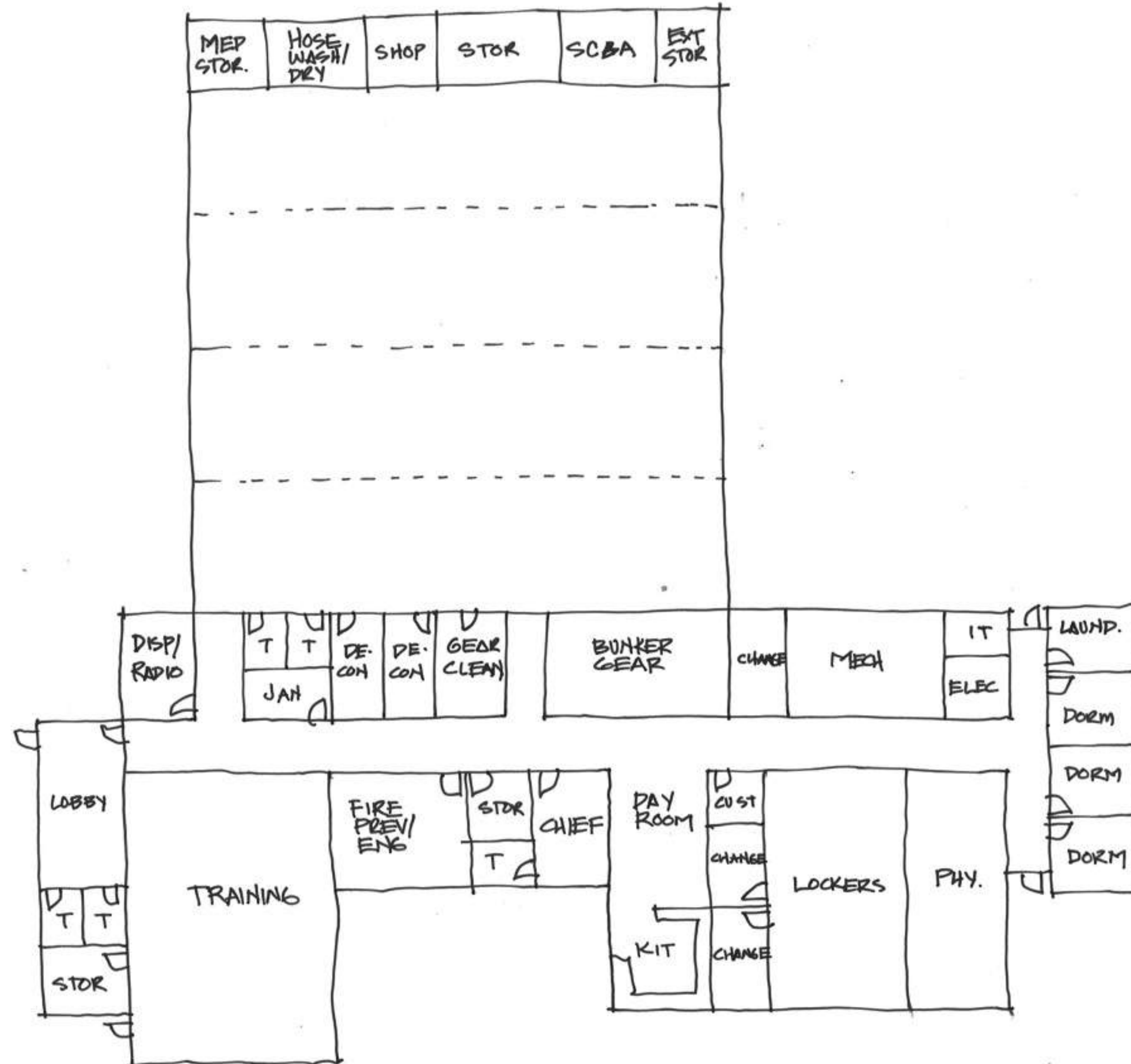
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Western Ave Site: Fire (New)



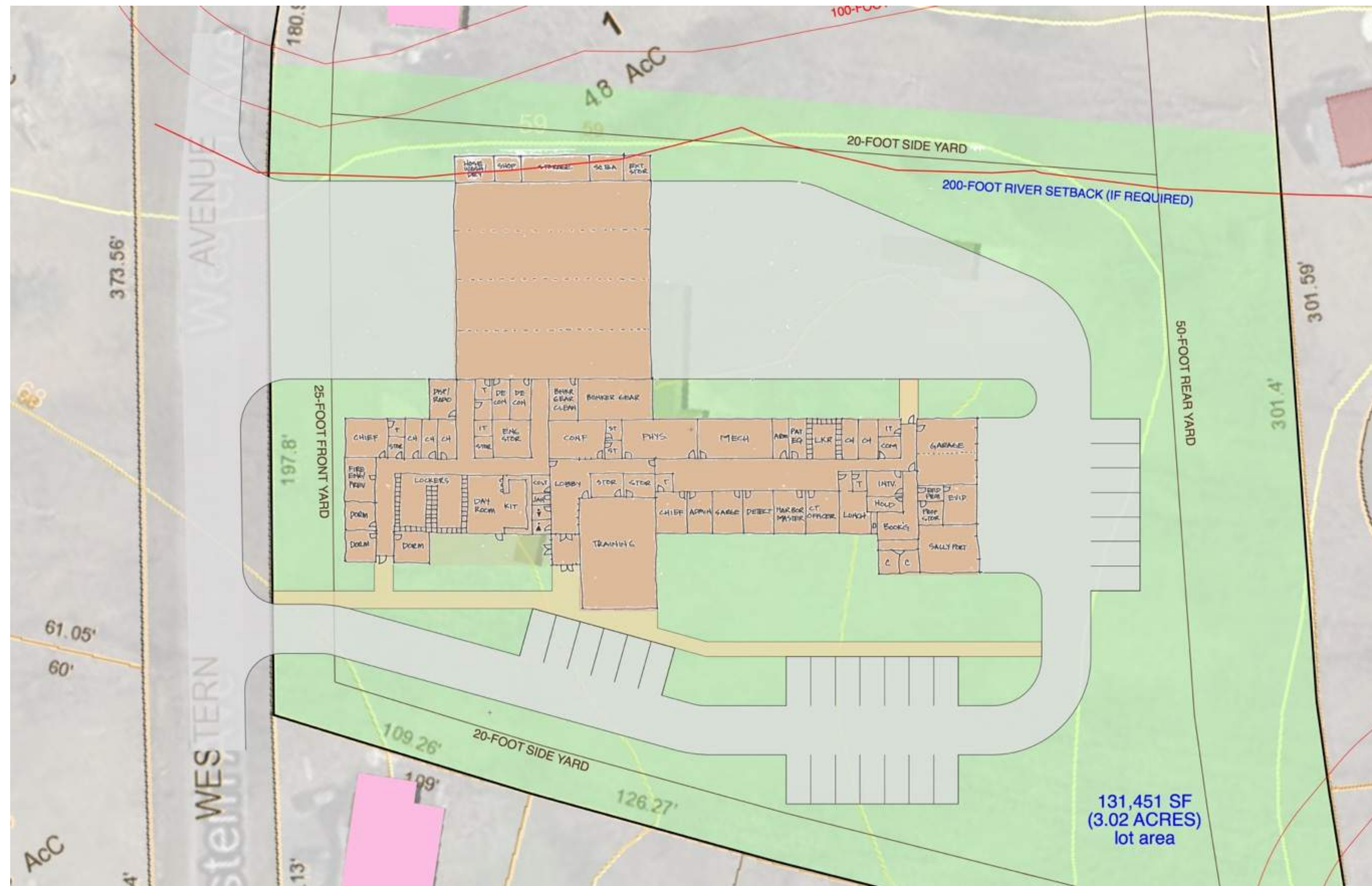
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Western Ave Site: Fire (New)



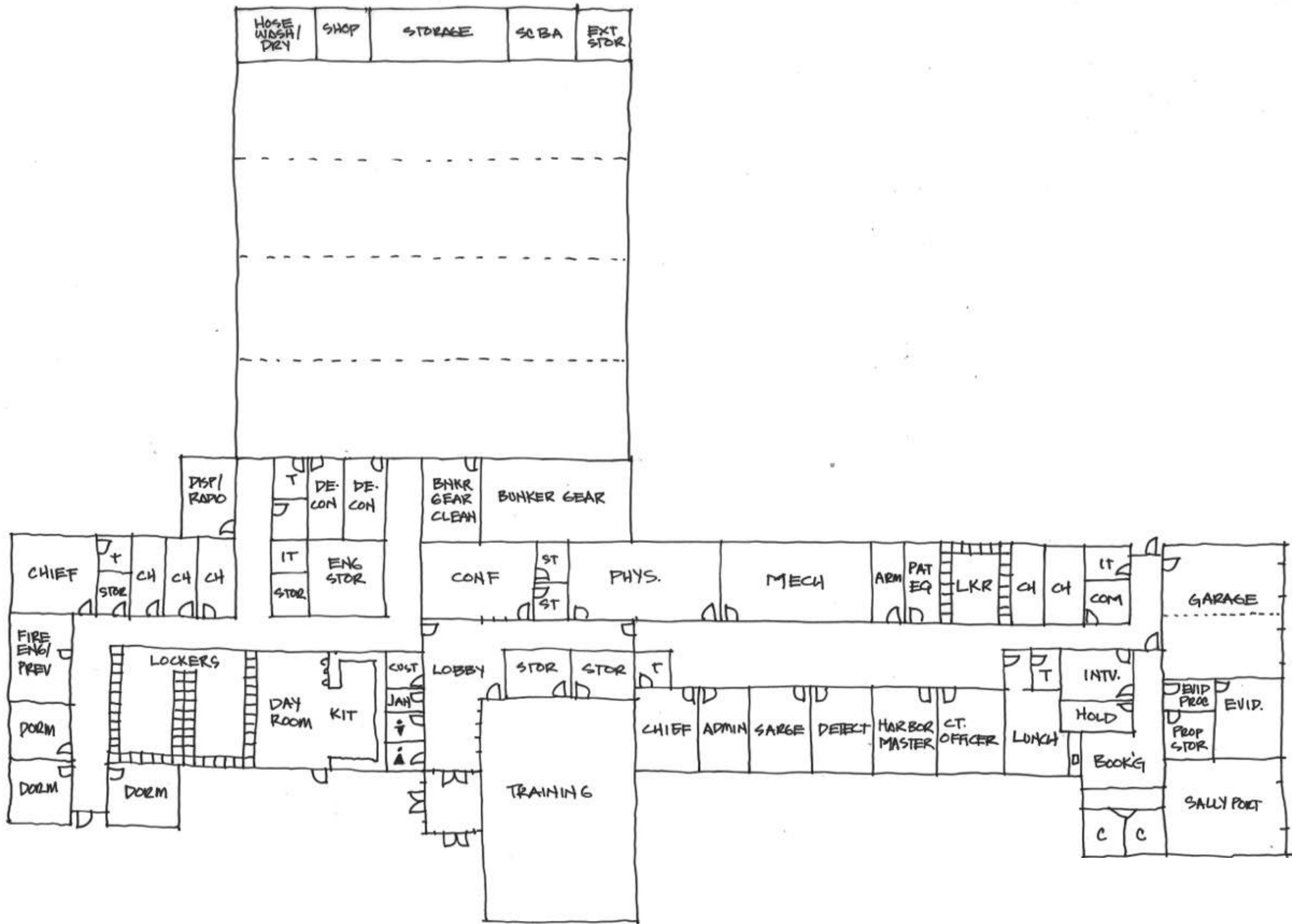
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Option 3B - Western Ave Site: Combined Police & Fire (New)



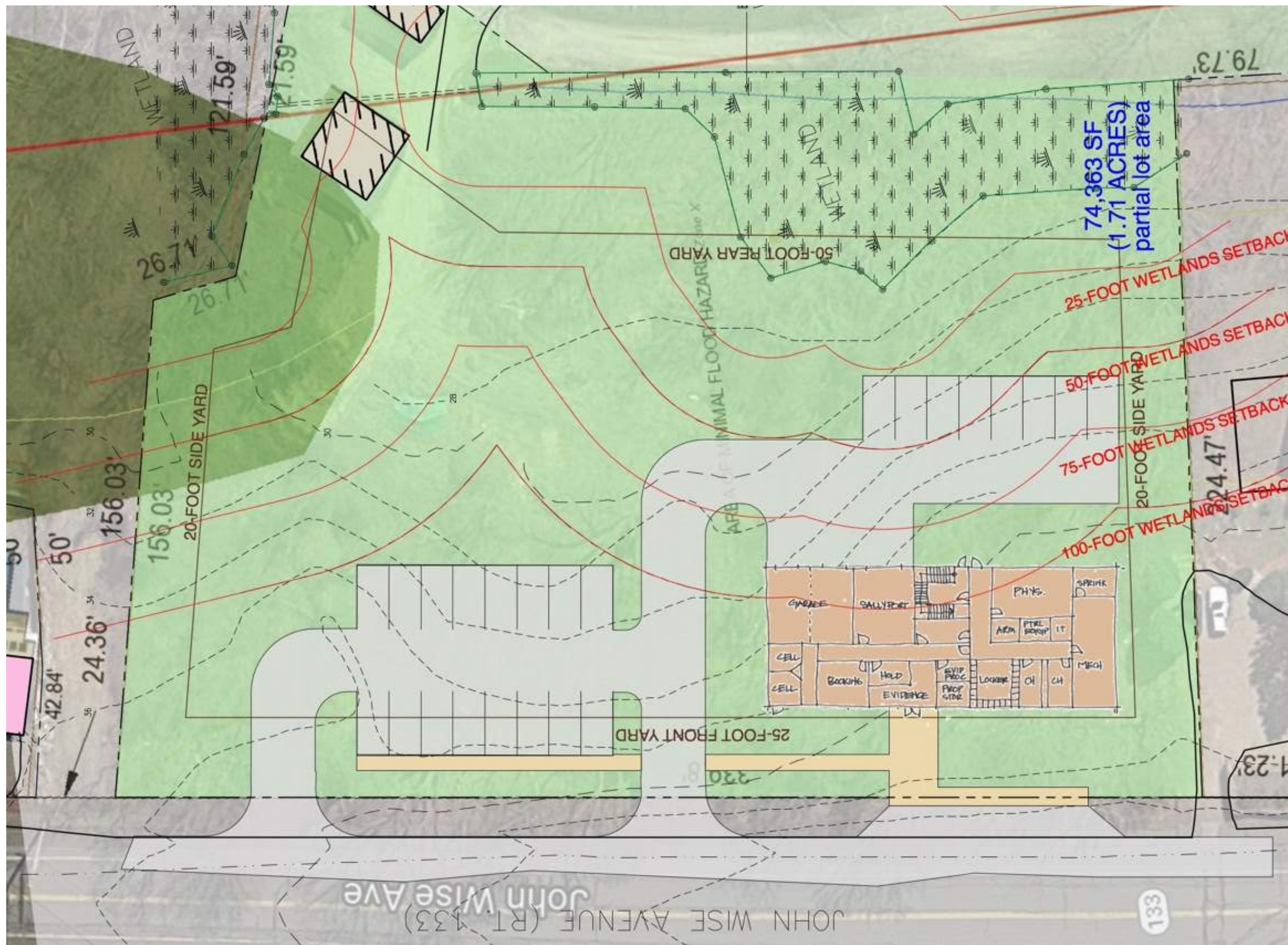
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Option 3B - Western Ave Site: Combined Police and Fire (New)



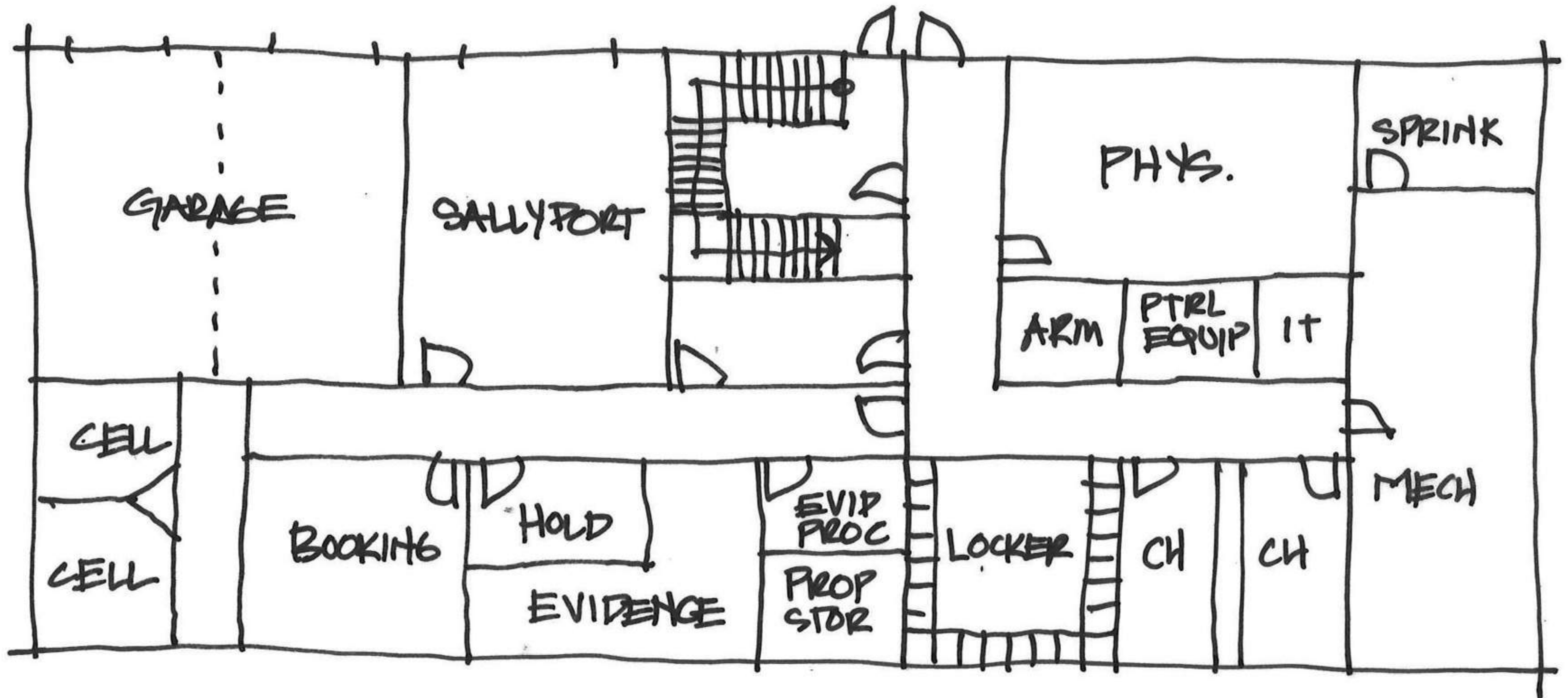
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Option 3C - John Wise Site: Police (New) - Western Ave Site: Fire (New)



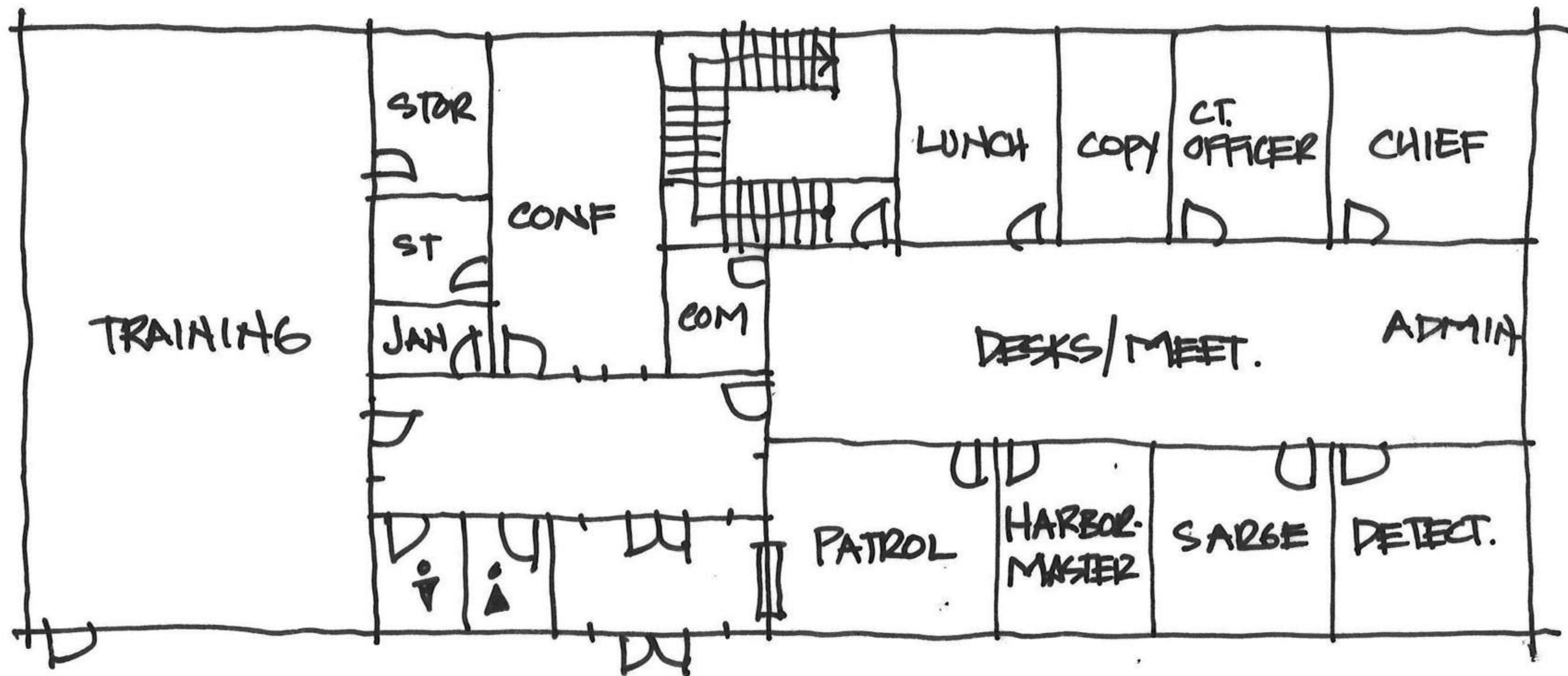
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John Wise Site: Police (New) Lower Level



Essex Public Safety Building Project

John Wise Site: Police (New) Upper Level



Options

- 1A - Existing Site: Police (Reno) - Park Site: Police (New)
- 1B - Existing Site: Police (New) - Park Site: Police (New)
- 2A - Existing Site: Police (Reno) - John Wise Site: Fire (New)
- 2B - Existing Site: Police (New) - John Wise Site: Fire (New)
- 2C - Park Site: Police (New) - John Wise Site: Fire (New)
- 3A - Existing Site: Police (Reno) - Western Ave: Fire (New)
- 3B - Western Ave: Combined Police & Fire (New)
- 3C - John Wise Site: Police (New) - Western Ave: Fire (New)