

Essex Public Safety Building Project	Meeting Minutes
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Re: Town Building Committee Meeting	Date: June 5, 2019
Location: Town Hall, 3 rd Floor	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	✓	<u>Board of Selectmen</u>	
Peter Silva, Chief of Police	✓	Andrew Spinney	✓
Westley Burnham, Planning Board	✓	Peter Phippen	✓
Nat Crosby, Historical Commission		Ruth Pereen	✓
Colleen Enos, Member	✓	<u>NV5 (OPM)</u>	
Paul Francis, Member	✓	Tim Dorman	✓
Peter Levasseur, Member	✓	Mike Ulichney	✓
Mark McKenna, Member		<u>JRA (Architect)</u>	
Stuart Pratt, Member	✓	Stewart Roberts	✓
Charles Storey, Member	✓	Philip O'Brien	✓
Ramie Reader, Member	✓	Michael Bellefeuille	

1. Questions from the public:
 - A member of the audience asked whether or not the rooflines could be simplified.
 - It was noted that the question had been raised and addressed previously, indicating that there would not be a significant cost benefit and that at this point a redesign would delay schedule. The structure would still be needed and the sloped roof fits better with the surrounding neighborhood and functions better in shedding rain runoff as the Town has had issues with the flat roof at the existing building in the past.
2. Approve minutes from May 22, 2019: Chief Silva motioned to approve the meeting minutes from May 22, 2019. Colleen Enos seconded the motion, all were in favor and the motion passed unanimously.
3. General design update from Johnson Roberts Associates.
 - JRA Provided an update on the design progress, summarized as follows:
 - A set of Design Development progress plans was circulated for review and a link will be provided to access an electronic copy.

- It was noted that the curb cut for access to the fire apparatus bay apron will be narrowed but enough space will be provided to accommodate the required truck turning radius.
- The Traffic engineer is proposing traffic signals at both the police and fire driveways locations to stop traffic on both sides. It was noted that the police entrance may not necessarily need a signal to stop traffic, but it could be a problem if traffic blocks the police driveway when stopped for a red light at the fire driveway, so stopping the vehicles further north resolves this.
- The traffic engineer is working on scheduling a speed study to review extending the reduced speed limit north of the site with Mass DOT. It was noted that they should contact Mass DOT directly regarding installation of traffic study equipment.
- Lower Level plan overview
 - Ken Walsh, the Police Department consultant on the design team, provide input on the secure end of the building which has led to moving evidence storage inside the secure area to avoid having to pass through the booking area to access it.
 - Property storage was moved to where the evidence storage was previously located. It was agreed that the door location should be moved to provide a straight shot from the garage.
 - The single server room was split into two separate rooms so that Police would have a secure room for video storage.
 - The configuration of the holding cells was discussed, including the following two options:
 - Locate a single door between the two cells to provide the necessary sound separation.
 - Furnish each cell with a solid door to provide the necessary sound separation.
 - JRA will provide more information for each of the options so that a final decision can be made.
- Elevations and Building sections presented:
 - The model has been updated based on the overall building squeeze discussed at the last meeting.
 - Stewart Roberts noted the window design updates on the north side of the training room to be consistent with the windows on the existing barn structure. The overall amount of glass stays the same, but there will be less on the west side of the building to balance it out. This required flipping the room so that the seating faces southward, away from the windows. Shades will be needed for the windows.

- The retaining walls were discussed and are currently expected to be cast in place concrete. The design team is reviewing the idea of a railing along the top of the wall to be able to lower the wall height and will look at potential alternative wall materials.
 - Most of the brick veneer has been removed from the rear elevation, except around the garage bays where it will provide a more rugged finish.
 - The geotechnical subsurface investigation scope was presented with a plan showing the boring and test pit locations
 - It was noted that some clearing will need to happen to provide access where the test pits are located in heavily vegetated areas. The conservation commission confirmed that the clearing is allowed for soil explorations.
 - The question was raised as to whether or not it would make sense to clear the land now. It was noted that this level of clearing would cause disturbance, which would require permitting, erosion controls and stabilization so it would be better to wait until construction is ready to start.
 - A question was raised regarding dumpster location. It was discussed that trash will be handled with bins as is currently the case at Town Hall.
 - A question was raised regarding whether or not the pavement could be porous. It was noted that there are maintenance concerns with porous pavement but the design team will review.
4. Discuss pre-construction use and management of property at 11 John Wise Avenue:
- The Town has the keys to the building and it is secured. A pad lock will be placed on the basement door.
 - The gas has been turned off so there will be no heat available. Electrical service will remain in place but has been transferred to the Town.
 - The Police Department will patrol the site and the Town Administrator will review potential for removing the fence and mailbox.
 - The question was raised as to whether or not the sewer connection could be sold since the Town already has a connection for the existing facility, however it was noted that it is not currently a commodity as there is still additional flow capacity available.
5. Review project schedule, including specific permits and activities necessary to obtain building permit, upcoming milestones, and progress prints.
- NV5 presented an updated project schedule showing key milestone dates for Planning Board Site Plan Review and Conservation Commission Notice of Intent needed to keep project on track for fall 2019 bidding.
 - There will be a meeting on June 13th with the departments to review electric, telecommunications and security details and an update will be provided to the full TBC at the next meeting on June 19th.

- It was noted that the various pre-requisites to obtaining a building permit are also in process, including:
 - Board of Health: Need to confirm if they will need to review the kitchen
 - Water/Wastewater: Coordinating with DPW on requirements for sewer and water services, including need for a licensed drain layer and flow testing for sprinkler size.
 - Historical Commission: Demo permit was submitted to start process which will be complete by 9/17/2019
 - Demolition Permits for Existing Facility and Barn: Some limited hazardous materials survey was completed for the existing facility which will provide a good start, but additional sampling will be needed for demolition of both buildings.
 - MassDOT: State Highway Access permit will be needed for installation of curb cuts, signals and utility connections. The traffic engineer is coordinating traffic analysis and meeting with Mass DOT.
 - Fiber line extension to building coordination is in process.
 - Coordinating with National Grid for new permanent electric service.
 - Scheduling 3rd party peer review for building permit application.

6. Review what is currently included in fixtures, furnishings and equipment budget.

- It was noted that the a budgetary cost/sf for FF&E was utilized previously, but as the design progresses the scope of items that will not be covered in the construction budget will be confirmed so that we can give the FF&E budget a reality check. Both departments should review furniture needs based on furnished floor plans. Technology backbone would be covered in the bid, but some of the equipment will not be and will be clarified by MEP consultant.

7. Discuss timing of future Town Meeting borrowing/appropriation vote for proposed public safety facility.

- There are two potential approaches to either go for Town Meeting approval based on the 60% CD estimate in mid-September or to go for Town Meeting approval based on final bid number in early-November.
- While the final bid number will allow for a definitive construction budget in November, there is concern that bidders may be less likely to invest in bidding the project if funding is still in question. It was noted that if a vote fails in September, there would still be opportunity to try again in November, as the previous appropriation provides funding to cover anticipated costs through the bid phase.
- A motion was made by Stuart Pratt to go to Town Meeting for the full funding appropriation in September based on 60% CD estimate with November Town Meeting as a backup with actual bid numbers, if needed. Paul Francis seconded the motion and it passed unanimously.

8. Set future Town Building Committee meeting dates.
 - It was discussed that the meeting schedule would continue through the Design Development phase on an every other week frequency, with the next meeting being June 19th. Frequency will be reduced to once a month through July and August.
9. Items not contemplated by the Chairman in advance of the meeting posting deadline.
 - None
10. Public comment
 - None
11. Adjourn: Stuart Pratt motioned to adjourn the meeting at 8:27. The motion was seconded by Chief Silva, all were in favor and the motion passed unanimously.

Attachments:

- JRA Presentation
- Sign in list
- Agenda

-End of Minutes-

Tim Dorman, NV5

Lisa O'Donnell, Committee Chair

**JOHNSON
ROBERTS**
ASSOCIATES INC.

ARCHITECTS

Essex Public Safety Building

Essex, Massachusetts

Design Update — June 5, 2019

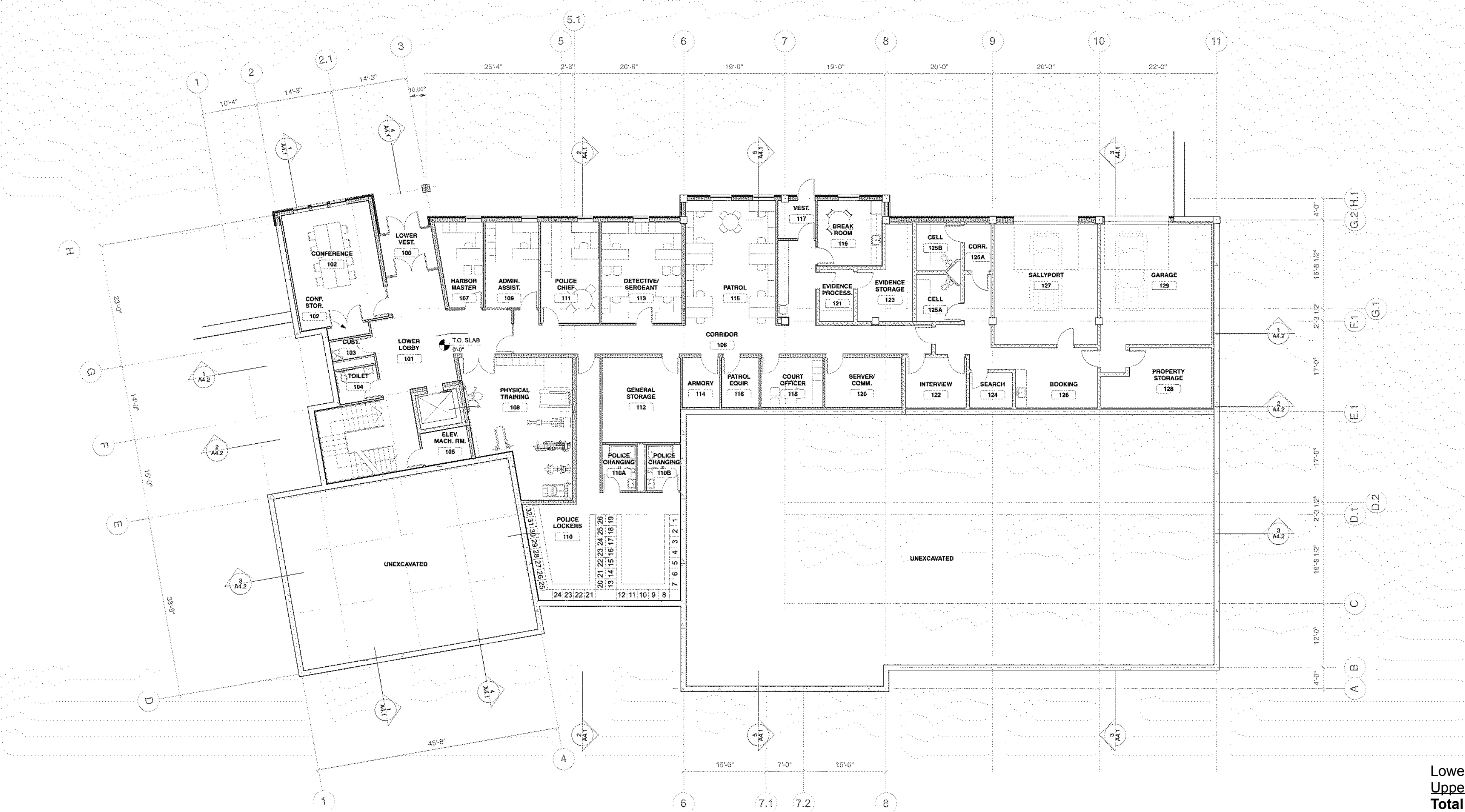
Essex Public Safety Building Project

Site Plan



Essex Public Safety Building Project

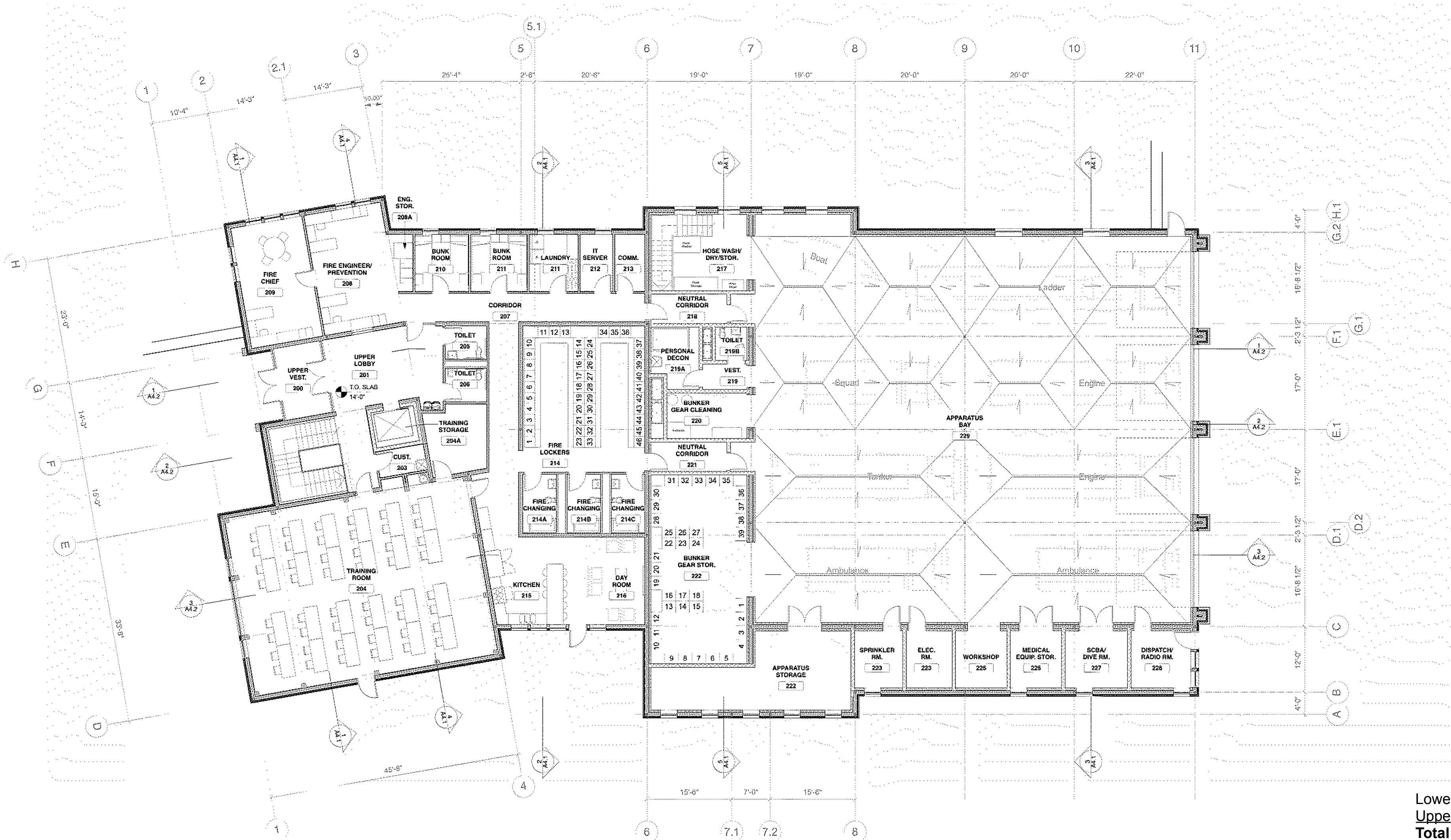
Lower Level Plan



Lower Level	8,050 SF
Upper Level	14,800 SF
Total	23,850 SF

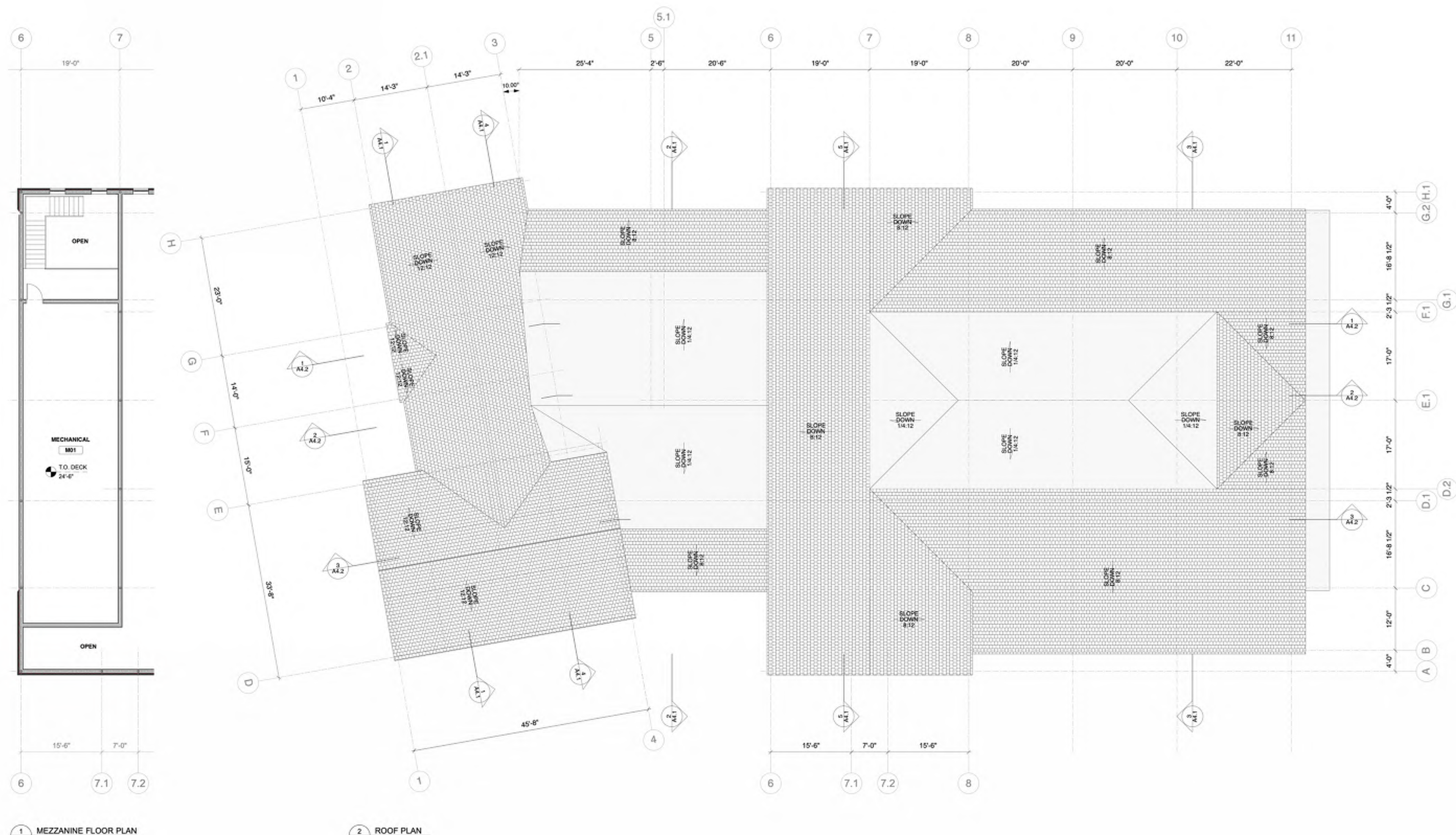
Essex Public Safety Building Project

Upper Level Plan



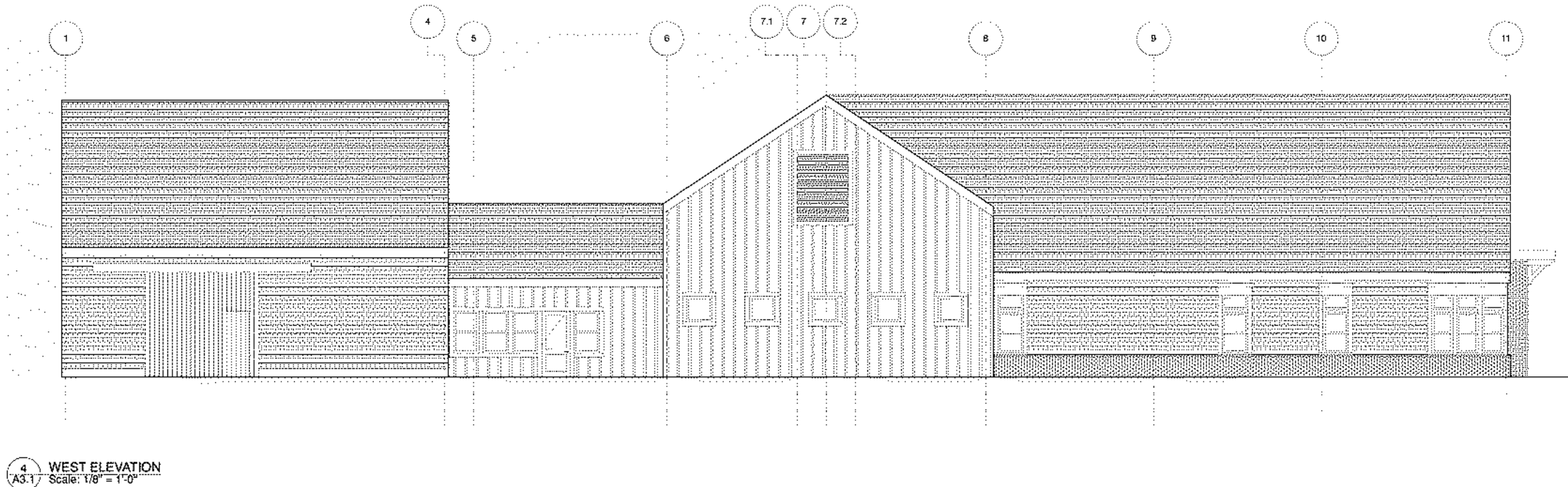
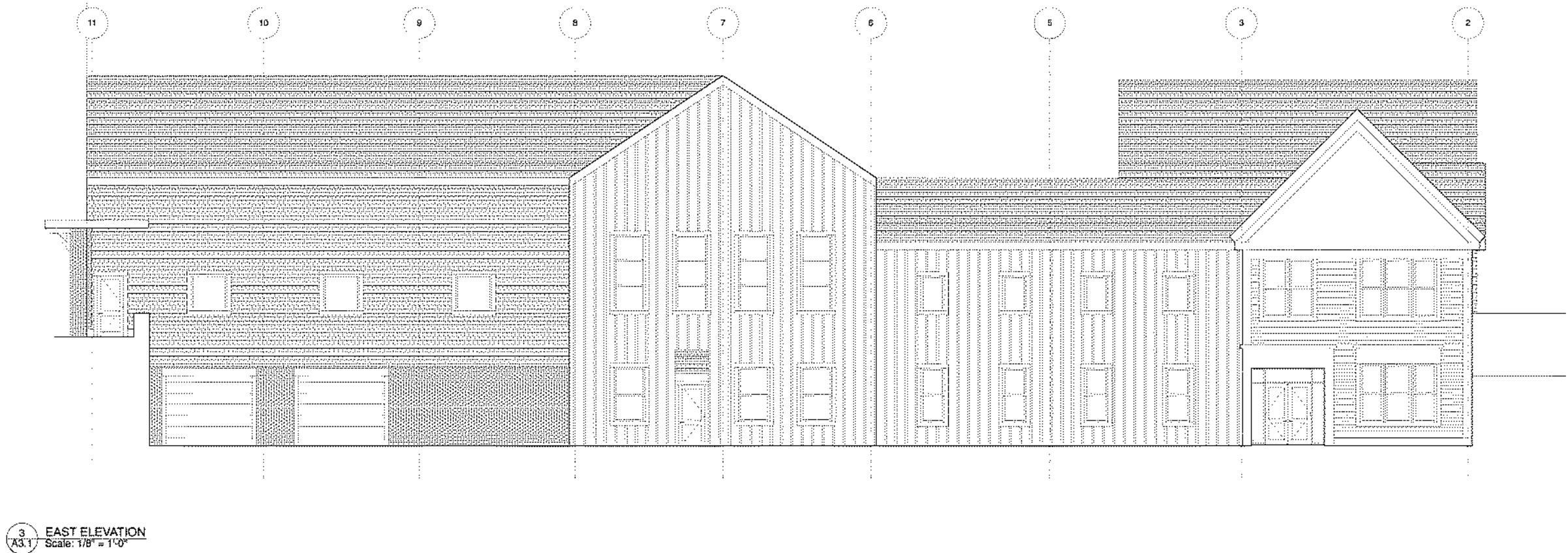
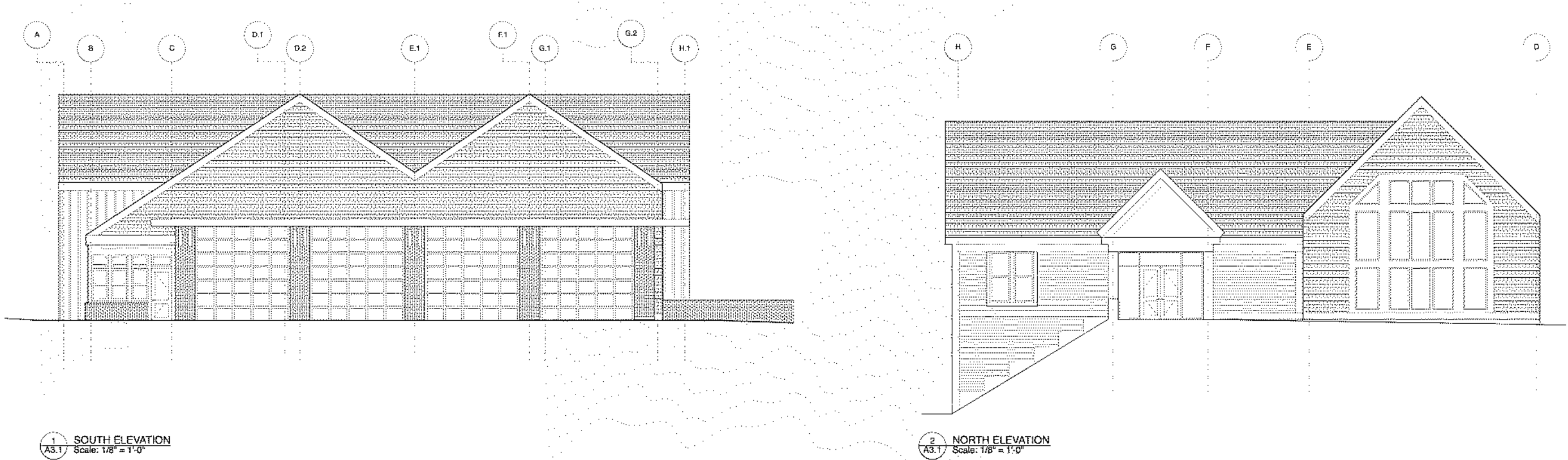
Essex Public Safety Building Project

Mezzanine / Roof Plans



Essex Public Safety Building Project

Elevations



Essex Public Safety Building Project

Sections



Essex Public Safety Building Project

View from John Wise Ave



Essex Public Safety Building Project

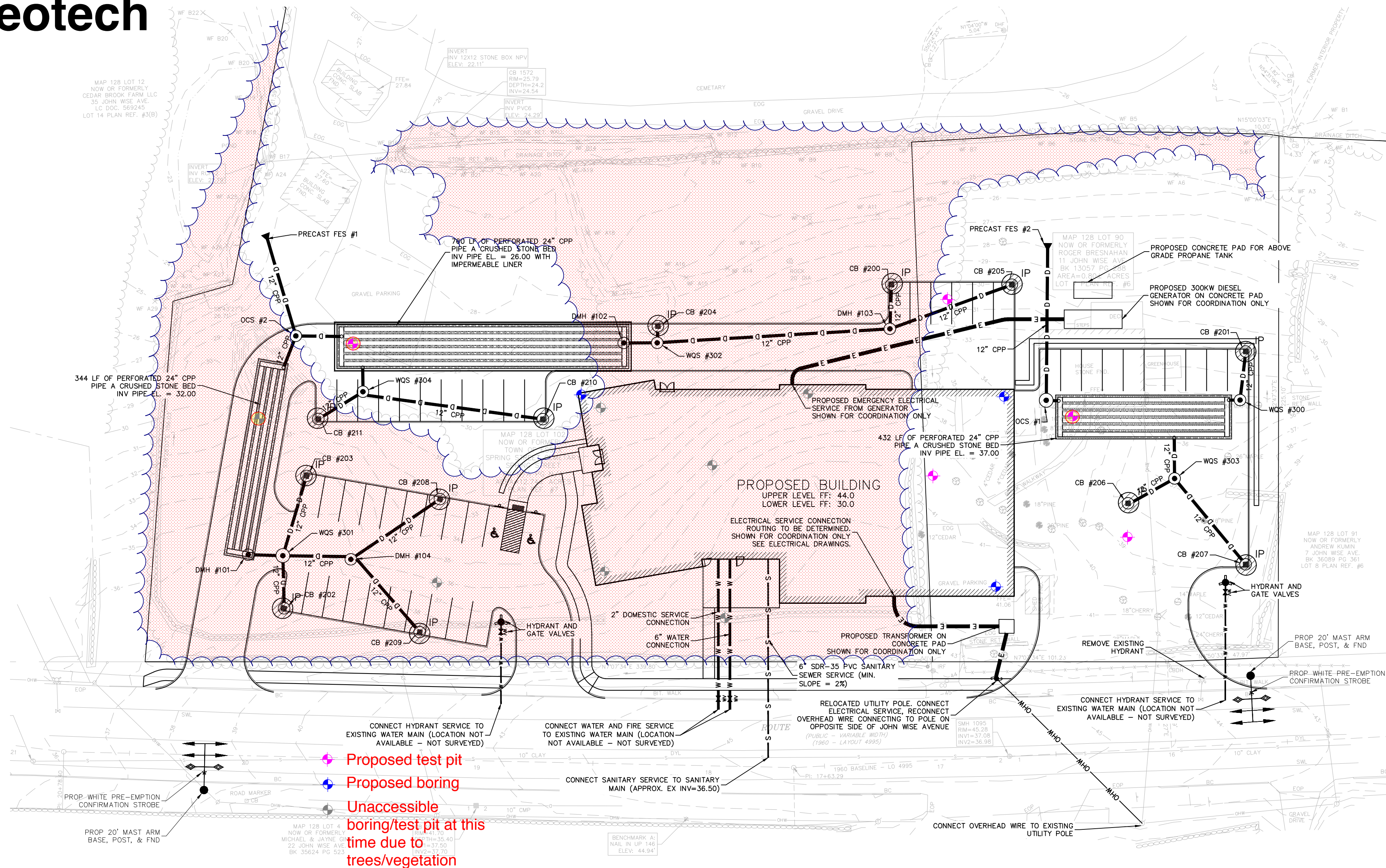
View of Main Entrance



Essex Public Safety Building Project

Rear View





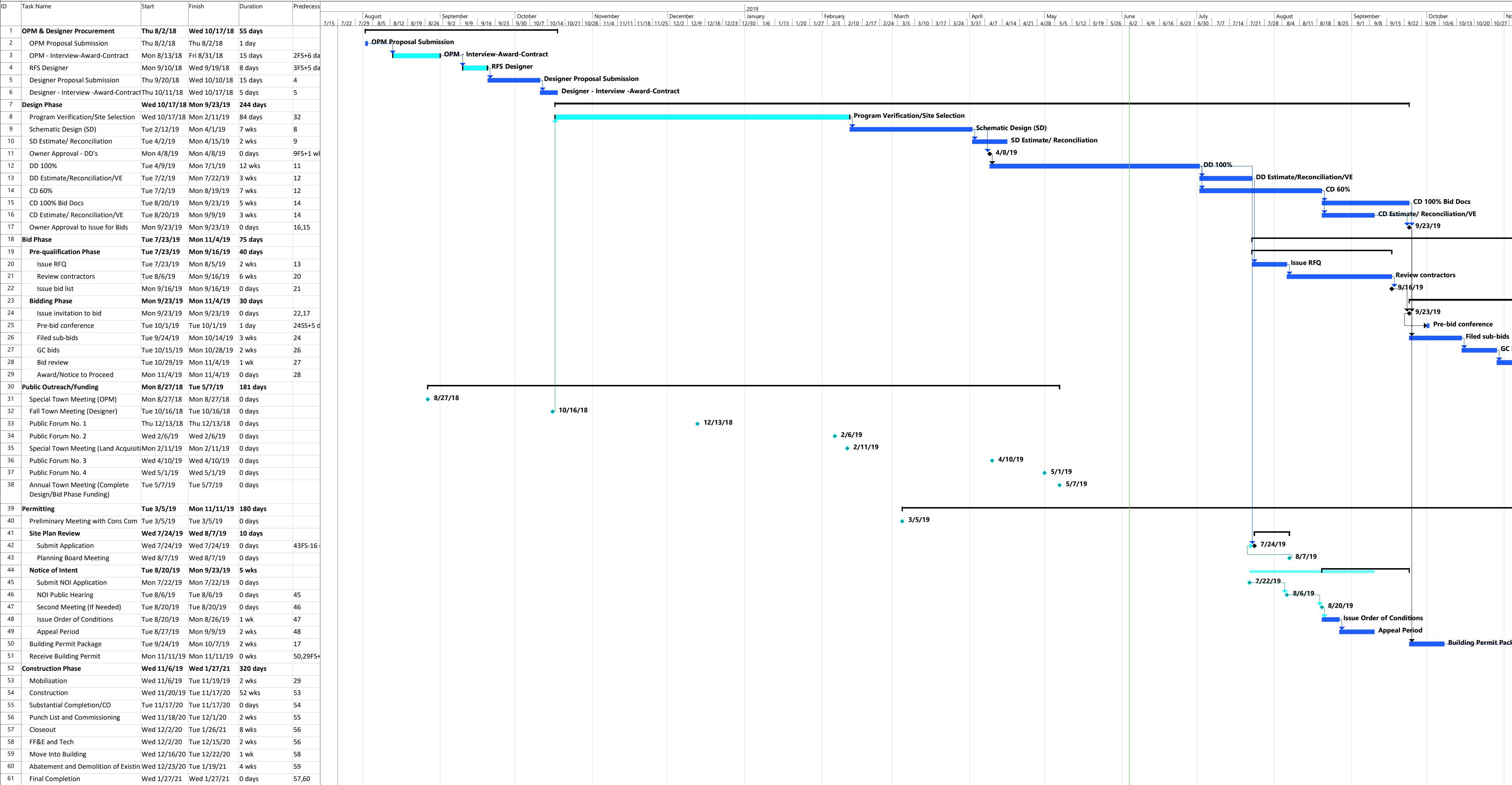
Essex Public Safety Facility Schedule Overview

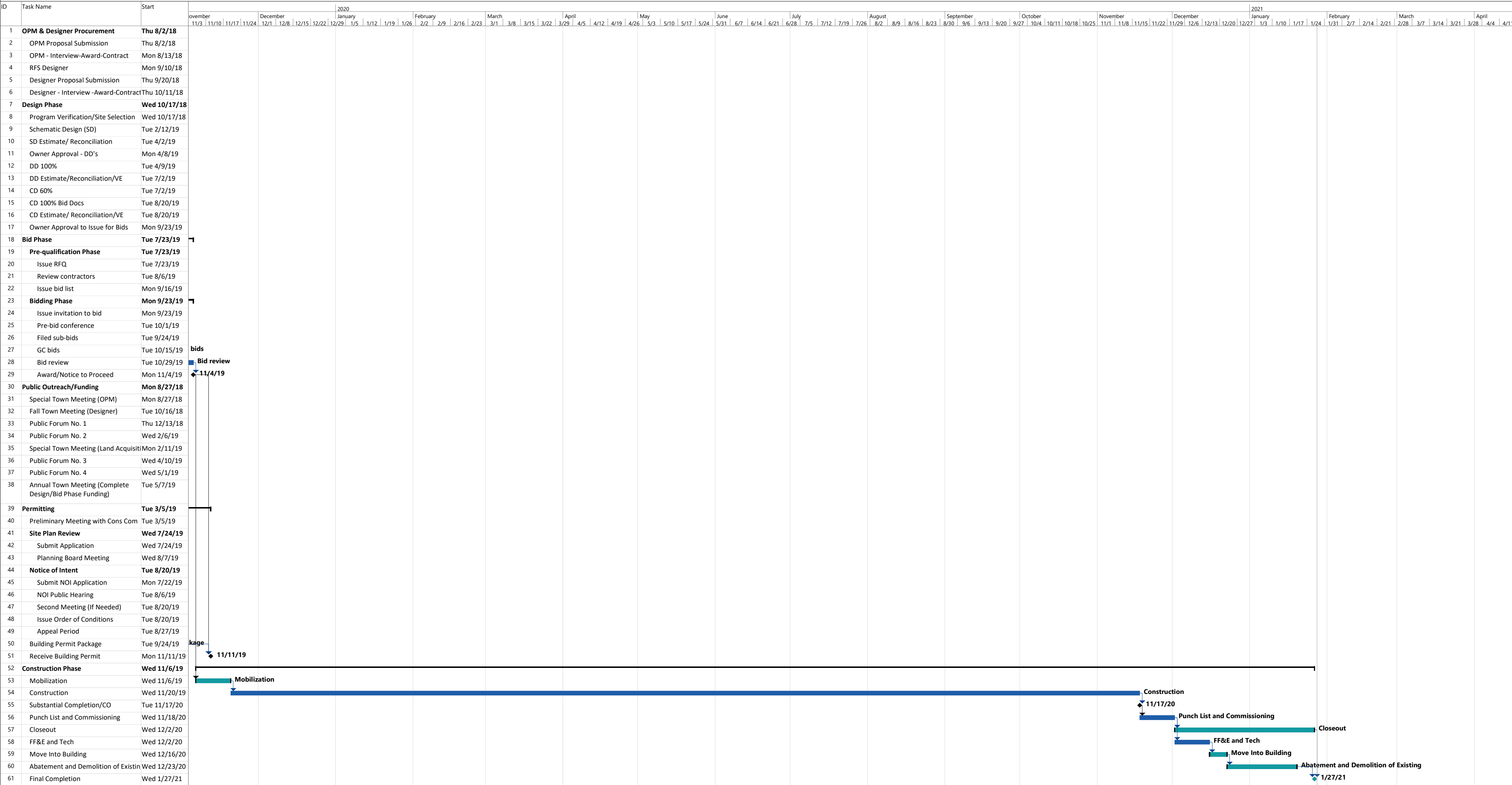
	Start	Finish	2018												2019																																																									
			Sep				Oct				Nov				Dec				Jan			Feb			March			April			May			June			July			Aug			Sep			Oct			Nov			Dec																				
			27	3	10	17	24	1	8	15	22	29	5	12	19	26	3	10	17	24	31	7	14	21	28	4	11	18	25	4	11	18	25	1	8	15	22	29	6	13	20	27	3	10	17	24	1	8	15	22	29	5	12	19	26	2	9	16	23	7	14	21	28	4	11	18	25	2	9	16	23	30
Architect Selection/Options Analysis	27-Aug-18	11-Feb-19																																																																						
Schematic Design	12-Feb-19	8-Apr-19																																																																						
Design Development	9-Apr-19	1-Jul-19																																																																						
Public Forum	1-May-19																																																																							
Town Meeting - Project Funding Approval	6-May-19																																																																							
Town Building Committee Meeting	22-May-19																																																																							
Town Building Committee Meeting	5-Jun-19																																																																							
Town Building Committee Meeting	19-Jun-19																																																																							
Construction Documents	2-Jul-19	22-Sep-19																																																																						
Town Building Committee Meeting	24-Jul-19																																																																							
Conservation Commission Mtg No. 1 (NOI)	6-Aug-19																																																																							
Planning Board Meeting (Site Plan Review)	7-Aug-19																																																																							
Conservation Commission Mtg No. 2 (NOI)	20-Aug-19																																																																							
Town Building Committee Meeting	21-Aug-19																																																																							
Town Building Committee Meeting	11-Sep-19																																																																							
Public Forum	12-Sep-19																																																																							
Public Forum	17-Sep-19																																																																							
Special Town Meeting - Facility as Sole Article	23-Sep-19																																																																							
Bidding	23-Sep-19	4-Nov-19																																																																						
Article gets considered again, at the Fall Town Meeting, if needed	4-Nov-19																																																																							
Construction	5-Nov-19	31-Jan-21																																																																						

Essex Public Safety Facility Schedule Overview

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TOWN OF ESSEX
PUBLIC SAFETY BUILDING PROJECT
JUNE 4, 2019





Potential Options Comparison

Full Funding Approval Based on 60% CDs	Full Funding Approval Based on Actual Bids
<ul style="list-style-type: none">▪ Schedule: Mid-September, prior to issuing Invitation to Bid▪ Pros:<ul style="list-style-type: none">○ Bidders assured funds are in place to award contract○ Less risk of delaying award▪ Cons:<ul style="list-style-type: none">○ Must carry contingency and/or Add Alts to mitigate risk of bids exceeding budget○ Voters may prefer to know that budget is based on hard bid numbers	<ul style="list-style-type: none">▪ Schedule: Late October, after bids received and prior to issuing notice of award▪ Pros:<ul style="list-style-type: none">○ No risk of bids coming in over budget○ Voters may prefer approving budget based on actual bid numbers▪ Cons:<ul style="list-style-type: none">○ Depending on what other project are out for bid, participation from bidders may be diminished○ More constrained window for Town Meeting

Essex Public Safety Building Project

Town Building Committee

Sign-In List

Location: 3rd Floor, Town Hall

Date: 6/5/2019

Name	Email
1 Tim Dorman	tim.dorman@NUS.com
2 PAUL FRANCIS	pfrancis2@essexma.org
3 PETER SILVA	PSILUA@ESSEXMA.ORG
4 Ruth Pereen	ruthpereen@gmail.com
5 Peter Phippen	peterphippen@hotmail.com
6 STEW ROBERTS	STEWROBERTS@JOHNSON-ROBERTS.COM
7 PHIL O'BRIEN	pobrien@johnson-roberts.com
8 Andrew Spinney	Andy@anchorseal.com
9 LISA O'DONNELL	lodonnell@essexma.org
10 Brendan Zubricki	bzubricki@essexma.org
11 Peter Larasson	peterlarasson2@gmail.com
12 Ramie Reader	Ramie6582@concast.net
13 Colleen Enos	Colleenmenos@gmail.com
14 Daniel Dancette	ddancette@essexma.org
15 Wesley Burckan	w-burckan@concast.net
16 STUART PRATT	SPRATTE@HUNTERMANNE.COM
17 Charles Storey	cstorey@harpoon.com
18	
19	
20	

Town Building Committee
Board of Selectmen
June 5, 2019 – 7:00 p.m., Town Hall Auditorium

AGENDA

Questions from the public.

Approve minutes from May 22, 2019.

General design update from Johnson Roberts Associates (JRA).

Overview of the various building and site components and systems that are included in the ongoing design process and how/whether the Building Committee needs to provide input and/or make choices as the process continues, NV5 and JRA.

Discuss pre-construction use and management of property at 11 John Wise Avenue.

Review project schedule, including specific permits and activities necessary to obtain building permit, upcoming milestones, and progress prints, NV5.

Review what is currently included in fixtures, furnishings, and equipment budget.

Update concerning process for lowering speed limit and including appropriate warning signals at fire station, NV5.

Discuss timing of future Town Meeting borrowing/appropriation vote for proposed public safety facility.

Set future Town Building Committee meeting dates.

Items not contemplated by the Chairman in advance of the meeting posting deadline.

Public comment.

Adjourn.