Essex Public Safety Building Project $\quad$ Meeting Minutes

| Re: Town Building Committee Meeting | Date: August 21, 2019 |
| :--- | :--- |
| Location: Town Hall, $3^{\text {rd }}$ Floor | Time: 7:00 PM |

Attendees:

| Name | Present | Name | Present |
| :--- | :---: | :--- | :---: |
| Town Building Committee |  | Town Staff |  |
| Lisa O'Donnell, Committee Chair | $\checkmark$ | Brendhan Zubricki, Town Administrator | $\checkmark$ |
| Daniel Doucette, Fire Chief | $\checkmark$ | Board of Selectmen |  |
| Paul Francis, Chief of Police | $\checkmark$ | Andrew Spinney | $\checkmark$ |
| Westley Burnham, Planning Board |  | Peter Phippen | $\checkmark$ |
| Nat Crosby, Historical Commission | $\checkmark$ | Ruth Pereen | $\checkmark$ |
| Colleen Enos, Member | $\checkmark$ | NV5 (OPM) |  |
| Daniel Bruce, Member | $\checkmark$ | Tim Dorman | $\checkmark$ |
| Peter Levasseur, Member | $\checkmark$ | Mike Ulichney |  |
| Mark McKenna, Member | $\checkmark$ | JRA (Architect) | $\checkmark$ |
| Stuart Pratt, Member | $\checkmark$ | Stewart Roberts | $\checkmark$ |
| Charles Storey, Member |  | Philip O'Brien | $\checkmark$ |
| Ramie Reader, Member | $\checkmark$ | Michael Bellefeuille |  |

1. Questions from the public: None
2. Approve minutes from July 24, 2019: Stuart Pratt moved to approve the minutes of the July 24, 2019 TBC Meeting. Ramie Reader seconded the motion, all were in favor and the motion passed unanimously.
3. General design update from Johnson Roberts Associates (JRA)

- Some of the subsurface detention basins were revised to be surface detention basins based on the Conservation Commission review.
- Accessible parking space was added at the lower lot to provide handicap parking in direct proximity to both the upper and lower public entrances, which was requested by the Planning Board.
- The landscape plan is being updated to coordinate with the revision to the stormwater detention basins and will include low maintenance meadow seed mix in the area of the basins.
- It was discussed that the street trees will be modified and/or eliminated in some areas along the building to ensure that they will not block site lines of vehicles exiting the driveways.
- A building sign will be located adjacent to the middle curb cut.
- It was agreed that a gate is not necessary in the fence along the east end of the parking area south of the apparatus bay as it would not be functional in the winter and the snow could more easily be lifted over the fence with a loader.
- There was discussion about the configuration of the patrol room and it was agreed that it would remain open to the corridor to provide more flexibility.
- Bathroom fixtures in the public toilet rooms will be automatic with hand dryers.
- Exterior light fixture temperature to be 3,000K.
- A detailed review with the department representatives will be held next week.
- It was noted that the demolition and restoration scope for the existing public safety building will be broken out and bid separately when it is closer to the time this work would begin. The estimated cost will be carried as a separate budget line item. This will mitigate risk of incurring added costs if the move in date of the existing building is delayed for reasons outside of the control of the main bid package contractor and will provide more time to consider the restoration scope if budget allows.

4. Review permitting status with respect to Essex Conservation Commission, including discussion concerning the Commission's preferred storm water management system design.

- The Conservation Commission Public Hearing was held and the primary issue that was raised was concern from one of the Commission Members about the long term operation of subsurface detention systems.
- Following the first meeting, the design team reviewed the stormwater management system and determined that some of the subsurface detention basins could be replaced with surface basins, but they would need to be constructed right up to the wetland line.
- The Conservation Commission favored this revised configuration and issued the Order of Conditions at the second meeting, which is anticipated to be signed next week.

5. Review Planning Board Site Plan Review approval, including discussion of preferred exterior lighting color temperature.

- The Planning Board meeting went well and the Site Plan approval was issued with only minor revisions needed, including softer light temperature and the handicap parking configuration.

6. Discuss how our cost estimators are able to consider the project from the eyes of a contractor.

- It was noted that the cost estimators develop their estimates in the context of the project schedule and based on current market conditions and anticipated escalation.

7. Address updated design comments submitted by resident Edward Neal (following up on his May, 2019 comments), both at the last meeting and subsequently.

- Representatives from the Fire Department met with Ed Neal to review his comments and clarify the basis for some of the design decisions.

8. Discuss Selectmen's decision with respect to pre-construction removal of plants by residents: No formal direction will be provided form the Selectmen regarding the existing plants at 11John Wise Ave.
9. Discuss continued, pre-construction use and management of property at 11 John Wise Avenue, including the results of the pre-demolition asbestos survey: It was noted that there is no new information to report, except that the hazardous materials survey has been completed and the results should be provided soon.
10. Review of Mass DOT present position with respect to proposed speed limit change: MassDOT has confirmed that the best approach to changing the speed limit would be to conduct a speed study after the new building is occupied.
11. Review project schedule, including status of specific permits and activities necessary to obtain building permit, and upcoming milestones, NV5: The schedule was reviewed and it was noted that things are progressing on track for a November bid date.
12. Review status of contractor prequalification process: The prequalification process is progressing and is scheduled to be completed in early September in advance of issuing the bid documents on September $25^{\text {th }}$.
13. Review updated budget for fixtures, furnishings, and equipment.

- Based on the latest information, the project will continue to budget $\$ 400 \mathrm{k}$ for $\mathrm{FFE} /$ Technology
- It was noted that the antenna will most likely not be at ground level and they are currently considering mounting it on the roof.

14. Review of upcoming schedule (meetings and other events), including format and materials for upcoming public forums and plans for September 23 Special Town Meeting.

- The next TBC meeting will be September 11, 2019
- Two Public Forums are currently planned for September $12^{\text {th }}$ and $17^{\text {th }}$. The presentation will be the same for both and will provide an overview of the building design and cost. It will also summarize the benefits of a combined facility. The Finance Committee will plan to have representation to discuss recommended financing approach and cost to tax payers.
- It was noted that regionalization may also come up in the discussion.

15. Items not contemplated by the Chairman in advance of the meeting posting deadline: None
16. Public comment: None
17. Adjourn: Stuart Pratt moved to adjourn the meeting. Chief Francis seconded the motion, all were in favor and the meeting was adjourned at 8:23 PM.

## Attachments:

- JRA Presentation
- $\quad$ Sign in list
- Agenda


## -End of Minutes-

Tim Dorman, NV5

Lisa O'Donnell, Committee Chair

JOHNSON ROBERTS ASSOCIATES INC.

## Essex Public Safety Building Essex, Massachusetts

60\% Construction Documents Presentation





JOHNSON ROBERTS

$\qquad$


UPPER LEVEL
PLAN







## Essex Public Safety Facility

Schedule Overview


|  | Start | Finish |  |  | June |  |  |  |  |  |  |  |  |  | $18 \mathrm{Fex}$ | Feb ｜ $1 / 152\|2\|$ |  |  | $55^{5 \text { Aprl }} 5$ | $10$ |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Architect SelectionOPpoions Analysis | 27 Aug－18 | 11feb－19 |  |  |  | ［ | $011$ | $110$ | $0]$ | $0 \\|$ | $010$ | T | T | － | T | $\square$ | $\square$ | － | － |  | － |
| Schematic Design | 12 feb －19 | 8Ар¢－19 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Design Development | 9 Appr －19 | 1．Jul－19 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Pubicicaum |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Toun Meeting－Priject Fiunding Approval |  | y19 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Toun Buiding Cormitite Meeting |  | 处19 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Town Buiding Cormmitee Meeting |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Town Euiding Carmitite Meeting |  | m－19 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Consturction Documents | 2Jul－19 | 22－Sep－19 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Seneral andf Filied Subbider Prequalifation | 18．Jul19 | 13－Sep－19 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Town Euiding Cormmitee Meeting |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Consenstion Cormisision Mg．No． 1 （NO1） |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Plaming Bard Meeting（Ste Plan Review） |  | 既－19 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Consenation Cormisision Mg． No 22 （NO） |  | 昭－18 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Town Buiding Coarnittee Meeting |  | 昭19 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Town Euiding Committee Meeting |  | ep－19 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Pubic Foum |  | ep－19 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Pubicicaum |  | sp－19 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Special Town Meeting－Facity as Sole Article |  | ep－18 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Bidang | 25．Sep－19 | 8 8oo－19 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Issue Plars to Bididers |  | ep－19 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Filed Subsidis Due |  | ct．19 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Sereal Bist Due |  | cat 19 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Constuction | 11－Nor－19 | 12－May－21 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Article gets considered again，at the Fall <br> Town Meeting，if needed ${ }^{\text {a }}$ |  | \％ov－19 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Phase 1 Substartial Completion <br> （New Building） |  | － 21 |  |  |  |  |  |  |  |  |  |  |  | $\bigcirc$ |  |  |  |  |  |  |  |
| Phase SLustantial Conpeteon |  | 13，21 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | $\bullet$ |



# Town Building Committee Board of Selectmen <br> Wednesday, August 21, 2019 <br> 7:00 p.m. <br> Town Hall, $3^{\text {rd }}$ Floor Auditorium <br> 30 Martin Street 

## AGENDA

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- Approve minutes from July 24, 2019.
- General design update from Johnson Roberts Associates (JRA).
- Review permitting status with respect to Essex Conservation Commission, including discussion concerning the Commission's preferred storm water management system design.
- Review Planning Board Site Plan Review approval, including discussion of preferred exterior lighting color temperature.
- Discuss how our cost estimators are able to consider the project from the eyes of a contractor.
- Address updated design comments submitted by resident Edward Neal (following up on his May, 2019 comments), both at the last meeting and subsequently.
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- Discuss continued, pre-construction use and management of property at 11 John Wise Avenue, including the results of the pre-demolition asbestos survey.
- Review of Mass DOT present position with respect to proposed speed limit change.
- Review project schedule, including status of specific permits and activities necessary to obtain building permit, and upcoming milestones, NV5.
- Review status of contractor prequalification process.
- Review updated budget for fixtures, furnishings, and equipment.
- Review of upcoming schedule (meetings and other events), including format and materials for upcoming public forums and plans for September 23 Special Town Meeting.
- Items not contemplated by the Chairman in advance of the meeting posting deadline.
- Public comment.
- Adjourn.

