

<b>Essex Public Safety Building Project</b>	<b>Meeting Minutes</b>
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Re: Town Building Committee	Date: February 27, 2019
Location: Town Hall, 3 <sup>rd</sup> Floor Auditorium	Time: 7:00 PM

Attendees:

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

1. Approval of the minutes of February 6, 2019: Lisa O'Donnell made a motion to approve the minutes from the 2/6/2019 Public Forum. The motion was seconded and it passed unanimously.
2. Review combined facility option at Cemetery/11 John Wise Avenue site:
  - a. The purchase of the property at 11 John Wise Avenue is moving forward and a P&S is in place with a closing date of no later than June 1, 2019.
  - b. Public Works has voted to transfer the portion of land at the Cemetery site to the control of the Board of Selectmen to be used for the public safety facility project.
  - c. JRA Provided an overview of the conceptual layout that has been developed for a combined facility at the site, which is summarized as follows:
    - i. The topography general slopes down towards the back, going from about elevation 44' to elevation 30'.
    - ii. The grade change allows for the fire station and some of the common areas to be located at street level, with the police facility located underneath, accessible via a driveway access that extends around the building to the rear.

- iii. The main entrance for both facilities would be at street level, with a stair and elevator in the lobby to get down to the police facility.
  - iv. An updated field delineation of the wetlands has been completed by DeRosa Environmental and is generally consistent with the record information that has been used for earlier planning exercises.
  - v. The site plan utilizes much of the site, but generally keeps the disturbance outside of the 25' wetland setback.
  - vi. Due to the building being over 10,000 SF, a 50' front yard setback is required by the zoning ordinance. In order for the building to be oriented with a side loading apparatus bay, a variance will be required to allow for a 25' front yard setback.
  - vii. A retaining wall will be needed along the fire apparatus bay apron to allow for the grade change between the access driveway to the rear.
  - viii. Parking for 48 vehicles would be provided on the opposite side of the building from the apparatus bays and should be able to be graded out without need for a retaining wall.
  - ix. There may be a minor encroachment onto the cemetery land for the driveway access to the rear, but it is not expected to be an issue as it will provide for improved access to the cemetery.
- d. Comments from the Building Committee members included the following:
- i. Consideration should be given to snow storage in the apparatus bay apron/turning area.
  - ii. Concern was raised about the distance between the parking area and the apparatus bay. JRA will review potential for providing some parking on the apparatus bay side of the building and possibly providing a more direct staff entrance.
  - iii. It was noted that south facing apparatus bays would be preferable, however it would be more challenging for the grading to work under this scenario. JRA will study alternatives that flip the apparatus bay to the other side of the building for review at the next meeting.
  - iv. The question was asked if it would be more cost effective to move the sally port out from under the building. JRA noted that placing it under the building works better because it takes advantage of the void that would otherwise have to be filled in due to the topography of the site and due to space limitations within the site.
  - v. The Chief's and Court Officer's offices are missing in the concept presented and will be added back in for the next update.
  - vi. A question was asked as to whether or not the entire apparatus bay could be built with a structural slab and full basement area to increase storage. The police department currently rents a 10' x 20' storage facility and would like to

have this space in a new building instead. JRA noted that this would add to the construction cost. Additional storage was not identified in the original programming exercise so it has not been provided for in either the combined or separate facility options.

- vii. A comment was made regarding parking for the police sally port area and question raised as to whether or not the sally port depth could be doubled to accommodate 2 vehicles in tandem. JRA will study increasing parking accommodation at police entrance for discussion at the next meeting.

3. Review scenario for separate facilities (Fire at John Wise Avenue and Police at present site):
  - a. JRA summarized the layouts for each of the buildings under this option.
  - b. The building footprint for the standalone fire station is generally the same as the combined facility as the Police spaces are located in the lower level.
  - c. The Police facility would be a similar footprint to the existing building.
4. Discussion on pros and cons of combined facility versus separate sites:
  - a. The estimated construction cost savings of approximately \$2M for the combined facility is a significant benefit resulting from the reduced square footage due to shared space efficiencies and shorter overall construction duration due to the ability to build the entire combined facility at once rather than having to build two separate buildings sequentially.
  - b. It was noted that there will also be operation and maintenance benefits and cost efficiencies to a combined facility.
  - c. It was noted that the combined facility will provide for a new police facility more quickly and avoid having to move twice.
  - d. Chief Silva made a motion for the Town Building Committee to support moving forward with a combined facility at the Cemetery/11 John Wise Ave. site. The motion was seconded and passed unanimously.
5. Discussion on whether the existing building at 11 John Wise Ave. should/may be incorporated into the new facility design in some fashion, versus removal/demolition.
  - a. JRA noted that based on limited review of photos and aerial view, the timber building frame may be able to be incorporated into the training room design, but would likely require some structural upgrades.
  - b. Alternatively, the frame could be taken apart and stored until a future reuse opportunity is available. One idea that was noted was the Folsom Pavilion.
  - c. Due to the historic status of the structure, the Historical Commission could issue a demolition delay which could take as long as 6 months. In order to avoid impact to the construction schedule, it was discussed that the permit application should be submitted in May 2019.

- d. A site visit is being scheduled for JRA to tour the building and better assess the viability for reusing the timber frame as part of the new facility.
6. Discuss possible specialized permits, including from Board of Appeals, Conservation Commission and Historical Commission.
  - a. Board of Appeals: Relief will be needed for the front yard setback. Preliminary discussions will take place with the Chairman to discuss the process.
  - b. Conservation Commission: A Notice of Intent will need to be filed with the Conservation Commission due to the work within the wetland buffer zone. An informal discussion with the Conservation Commission is scheduled to occur at the March 5, 2019 Conservation Commission Meeting in order to get general feedback to inform the design process. The actual NOI application will not occur until the design is further developed in the Construction Documents phase in summer 2019.
  - c. Historical Commission: Will need to sign off on demo permit and may delay in order to document the existing building. The demolition permit should be submitted as early as possible, depending on whether or not the Town can submit before title to the property is conveyed.
7. NV5 provided an overview of the Schematic Design milestone schedule, which will require timely decision making so that it can be completed and cost estimates prepared in advance of the May Town Meeting, where the full funding appropriation will be requested.
8. Stuart Pratt made a motion to adjourn the meeting. Lisa O'Donnell seconded the motion and it passed unanimously.

**Attachments:**

- JRA Presentation
- Sign in list
- Meeting Agenda

*-End of Minutes-*

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Tim Dorman, NV5

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Lisa O'Donnell, Committee Chair



OFFICES NATIONWIDE

PROGRAM MANAGEMENT • CONSTRUCTION QUALITY ASSURANCE • INFRASTRUCTURE • ENERGY • ENVIRONMENTAL

**JOHNSON  
ROBERTS**  
ASSOCIATES INC.

**ARCHITECTS**

# **Essex Public Safety Building**

## **Essex, Massachusetts**

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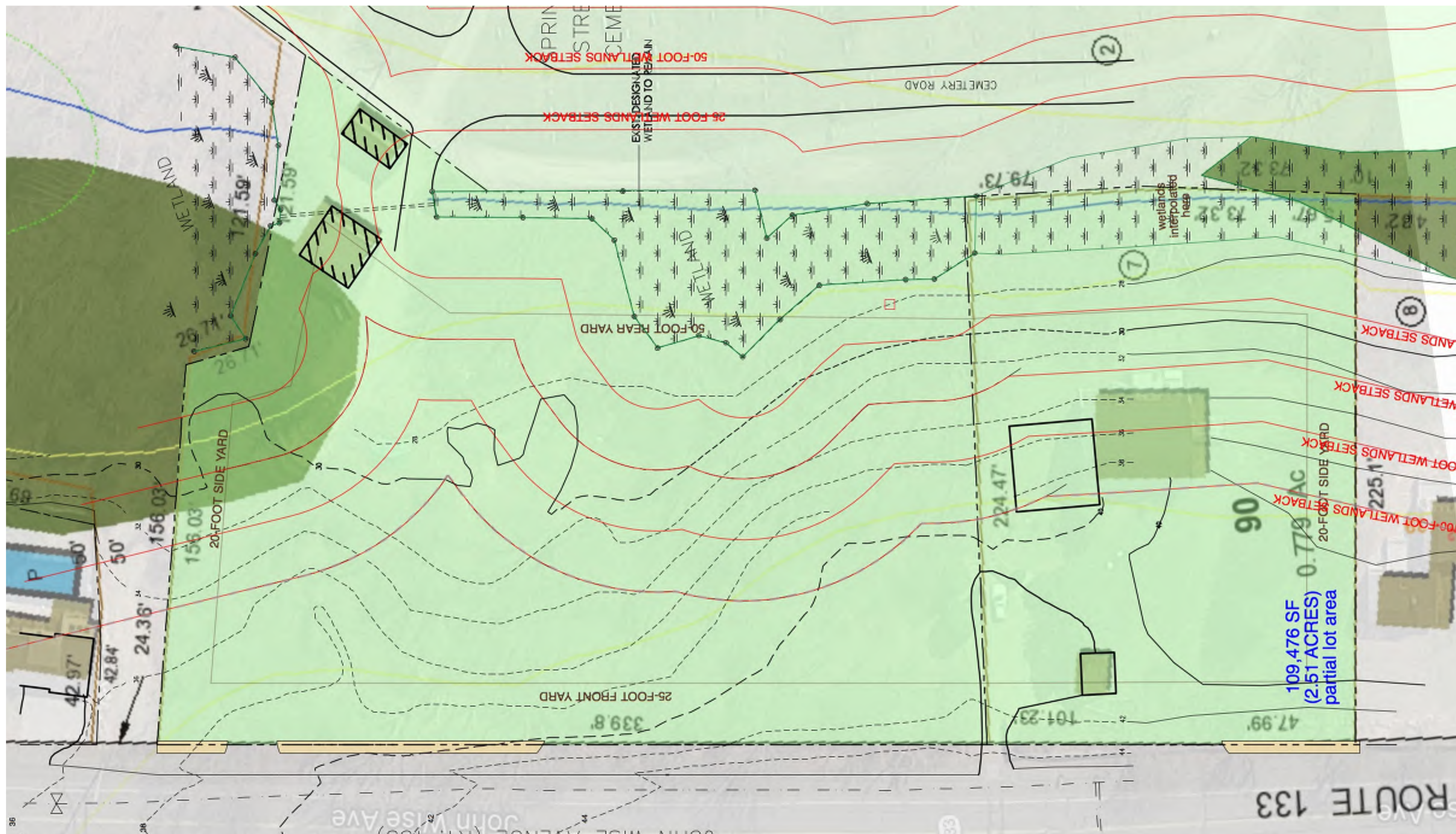
Design Presentation February 27, 2019



# Essex Public Safety Building Project

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## Cemetery Site & 11 John Wise Ave





## Delineation Sketch

John Wise Avenue, Essex, MA.



Notes:

Contact: Tyler Ferrick  
Cell: 978-500-9053  
Date: 2/25/2019

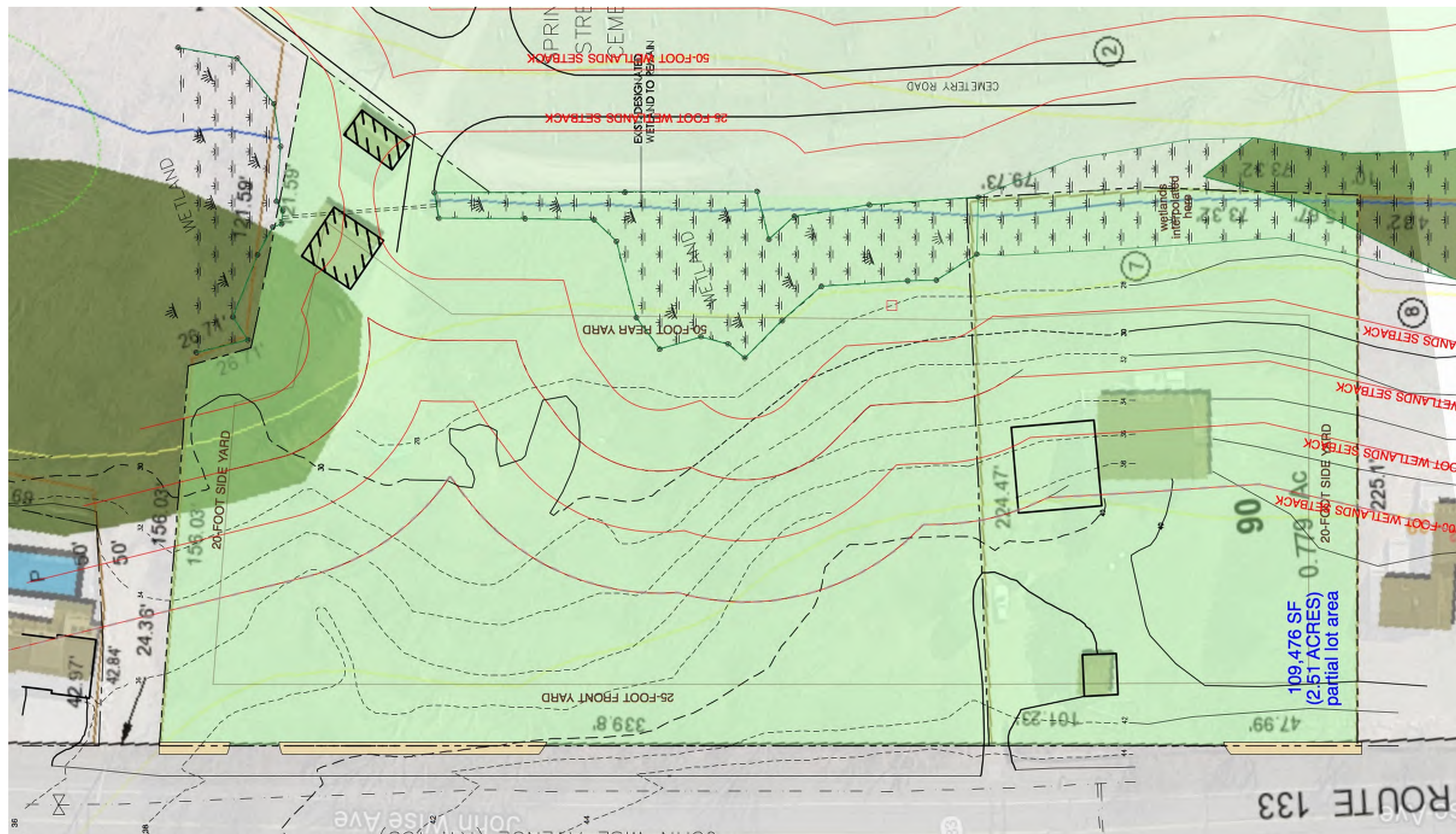
Series A: WF-A1 to WF-A29  
Resource Area: Bordering Vegetated Wetland to Intermittent Stream  
Flagging: Pink

Series B: WF-B1 to WF-B22  
Resource Area: Bordering Vegetated Wetland to Intermittent Stream  
Flagging: Pink



# Essex Public Safety Building Project

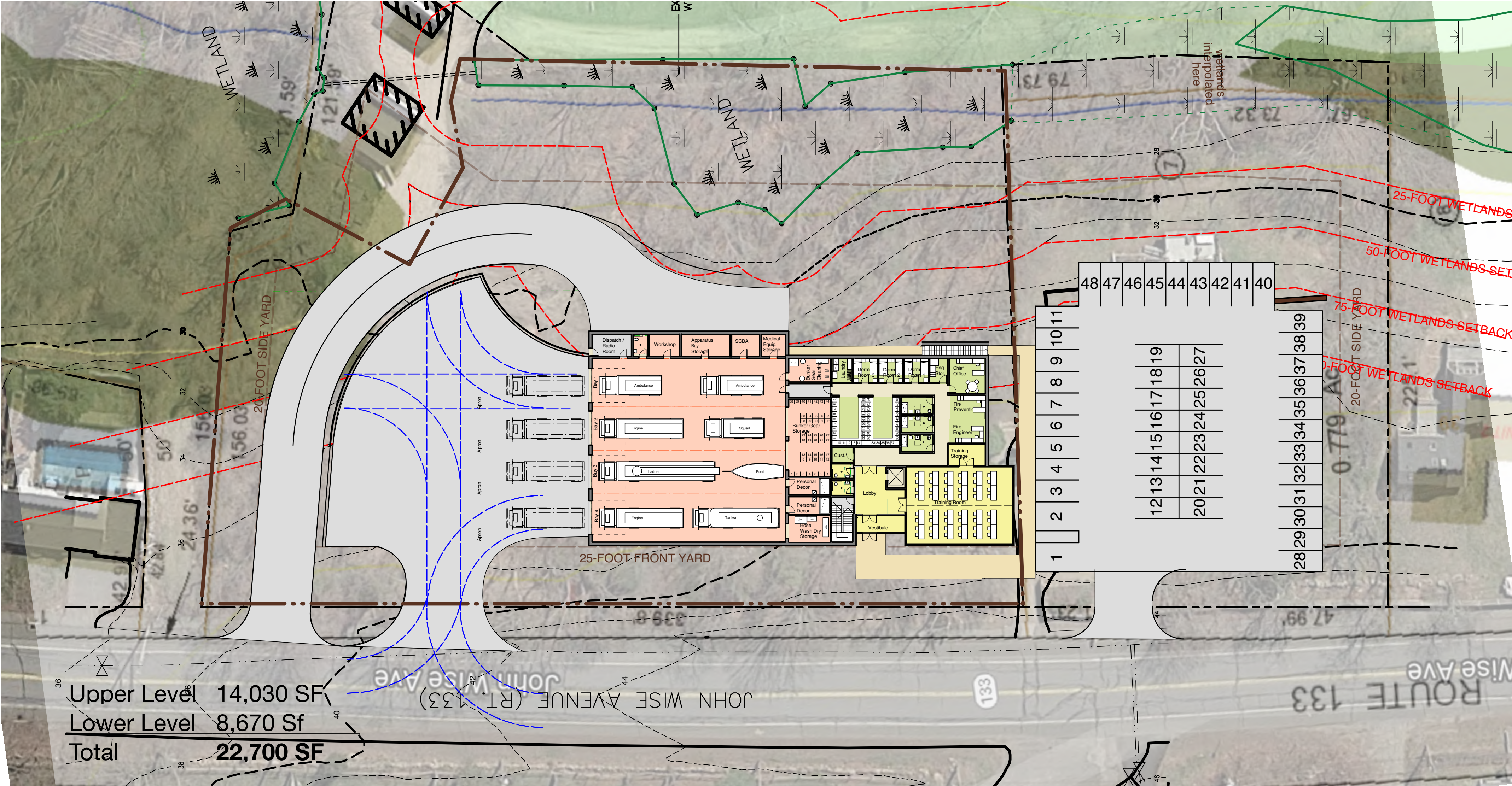
## Cemetery Site & 11 John Wise Ave





# Essex Public Safety Building Project

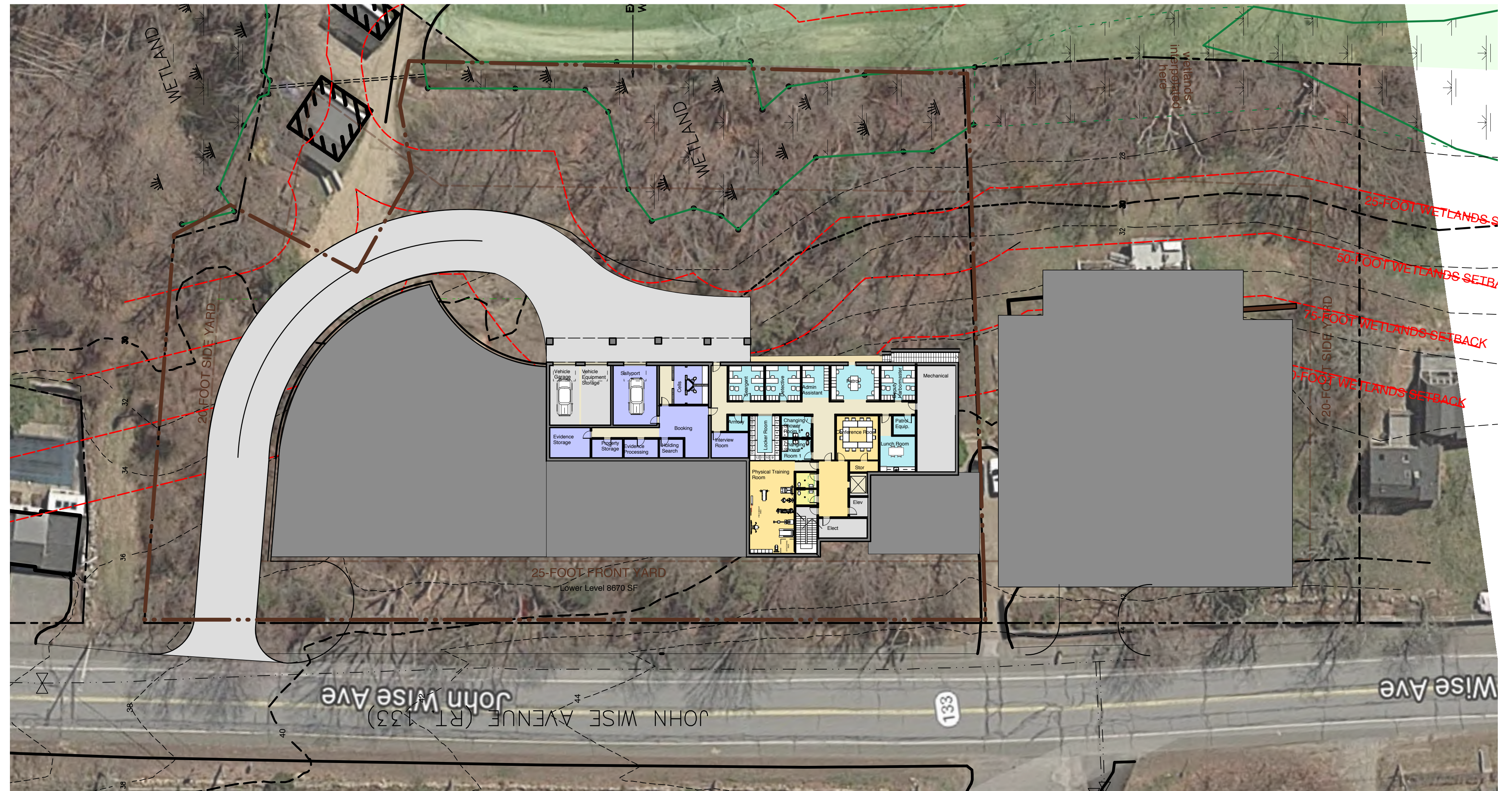
## Cemetery Site & 11 John Wise Ave





# Essex Public Safety Building Project

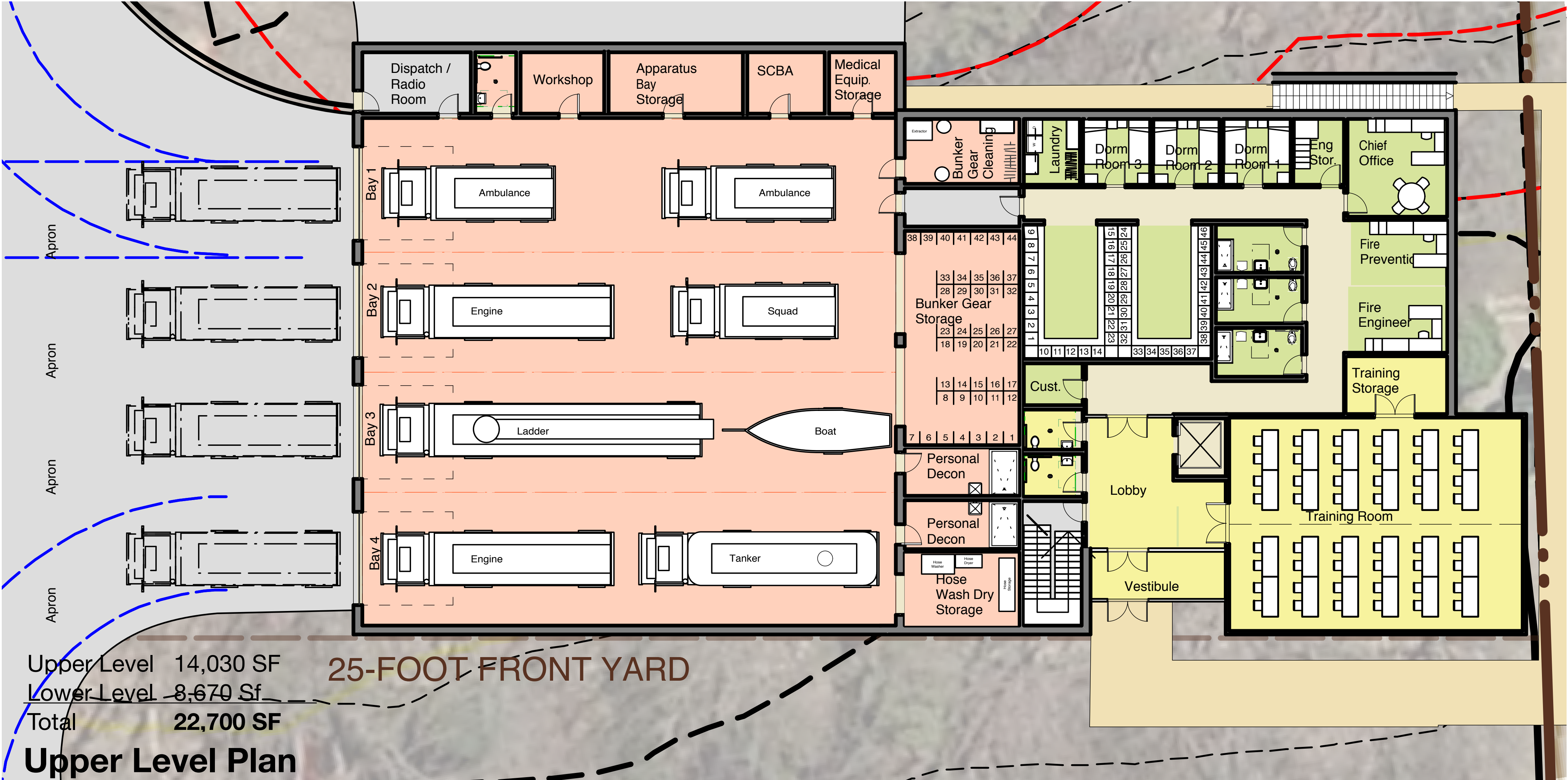
## Cemetery Site & 11 John Wise Ave





# Essex Public Safety Building Project

Cemetery Site & 11 John Wise Ave





# Essex Public Safety Building Project

Cemetery Site & 11 John Wise Ave

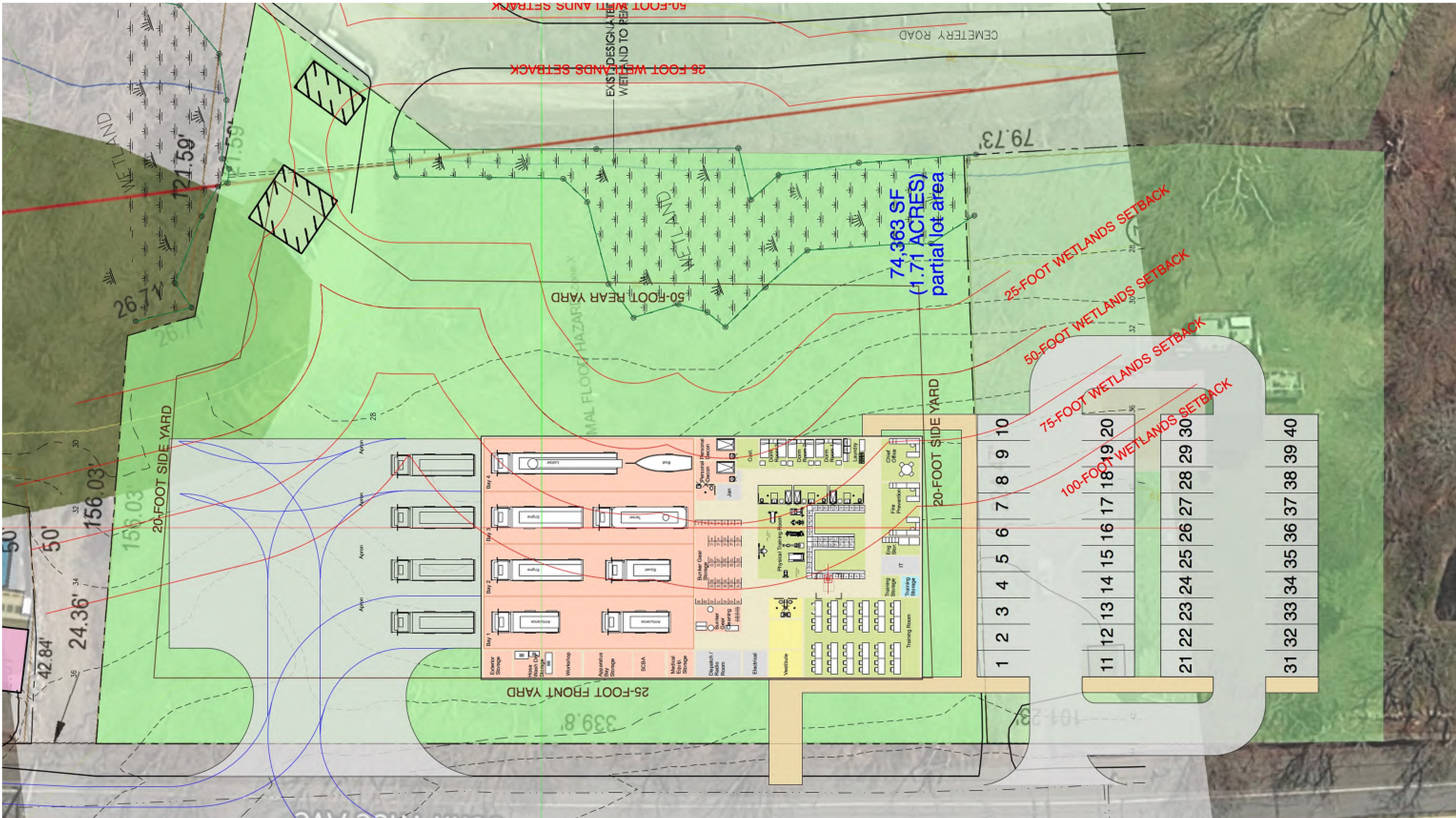




# Essex Public Safety Building Project

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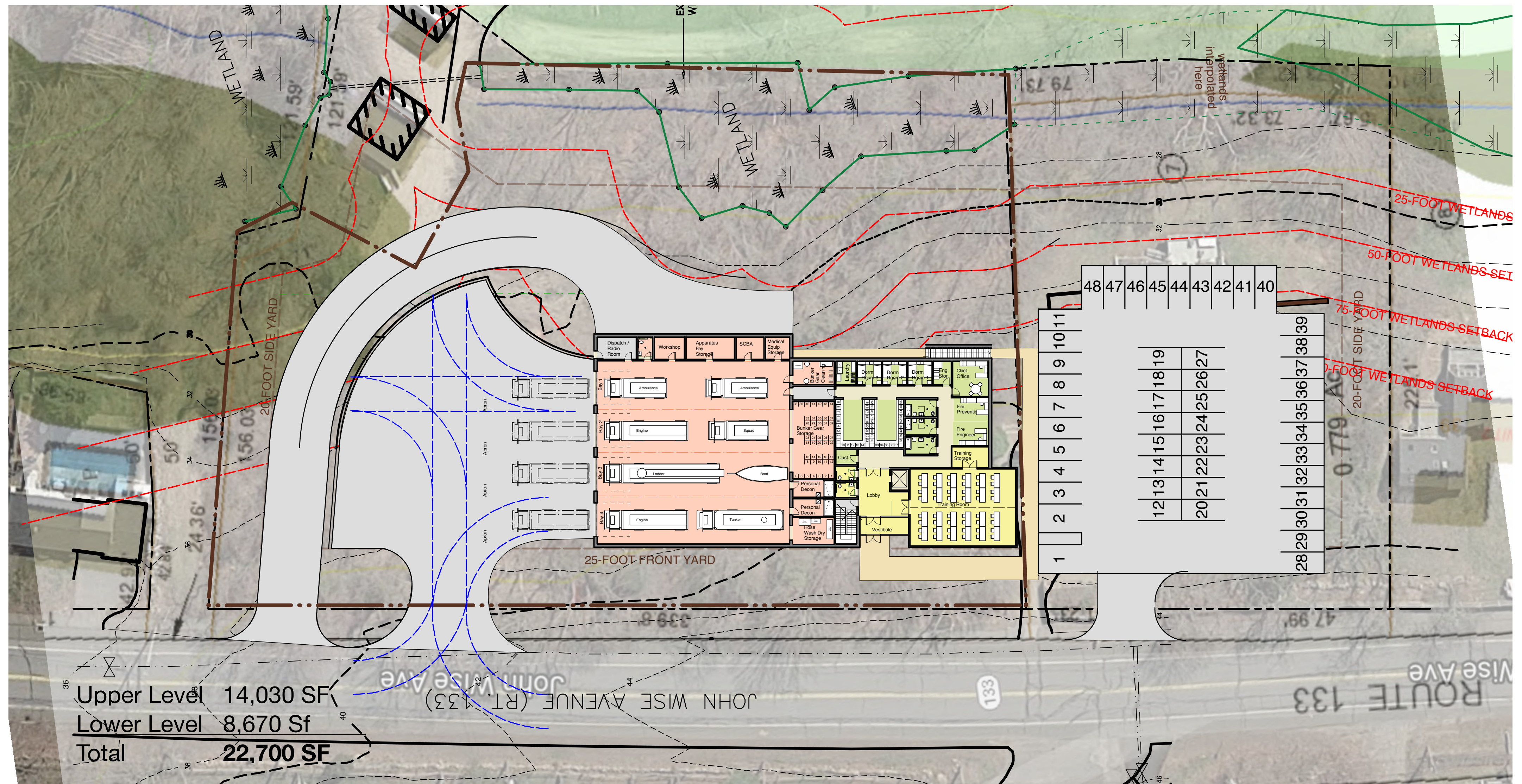
## Cemetery Site & 11 John Wise Ave





# Essex Public Safety Building Project

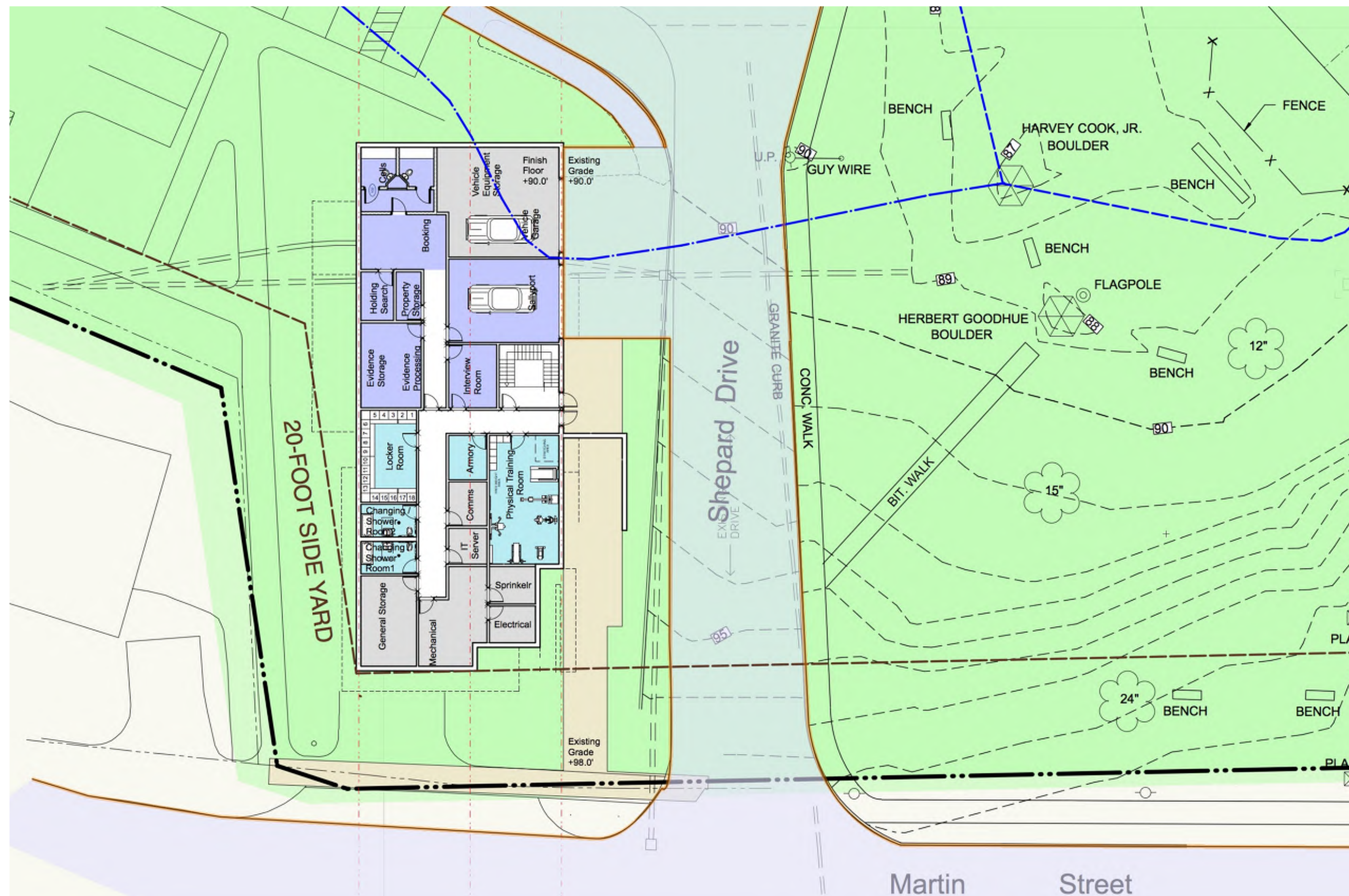
# Cemetery Site & 11 John Wise Ave





# Essex Public Safety Building Project

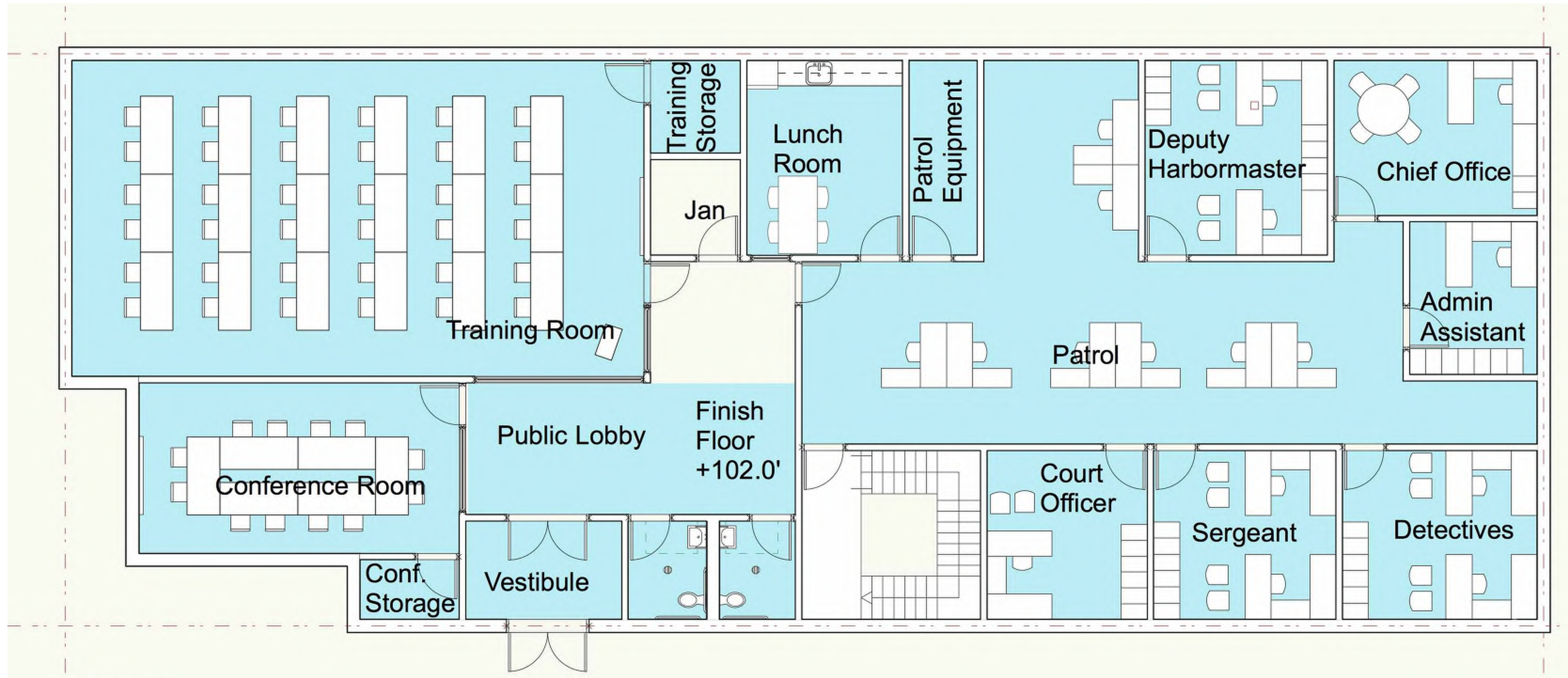
## Existing Site: Police





# Essex Public Safety Building Project

## Existing Site: Police

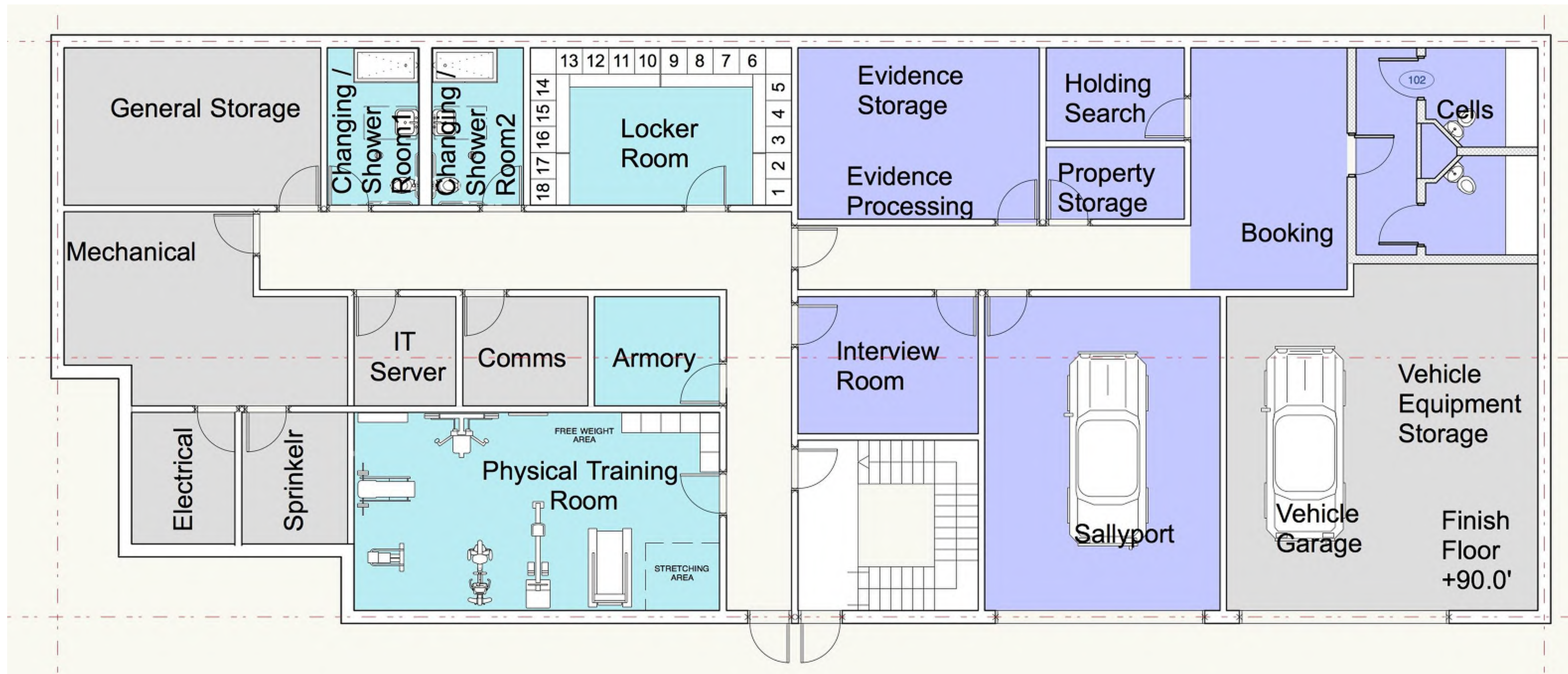


Upper Level



# Essex Public Safety Building Project

## Existing Site: Police



Lower Level





# Essex Public Safety Building Project

## Conceptual Comparative Ballpark Estimates of Differential Project Cost

				Existing Site New Police Station				John Wise Site ( Expanded) Fire Station				Total		John Wise Site ( Expanded) Combined Public Safety													
<b>Construction</b>																											
<b>Site Development</b>																											
Demolition				Allow		\$50,000								Allow		\$25,000											
Haz Mat				Allow		\$75,000																					
Fill								15,000		CY		\$45.00		\$675,000		5,400		CY		\$30.00		\$162,000					
Retaiing Walls								240		LF		\$500.00		\$120,000		150		LF		\$300.00		\$45,000					
Roadways & Parking				18,750		SF		\$4.50		\$84,375		26,000		SF		\$4.50		\$117,000		35,000		SF		\$4.50		\$157,500	
Stormwater System								\$25,000						Allow		\$150,000						Allow		\$150,000			
								\$234,375						\$1,062,000		\$234,375								\$539,500			
<b>Building Construction</b>																											
Combined Facility																		(1,800)		SF		\$500		\$ (900,000)			
<b>Phased Project Costs</b>																											
Additional Escalation - Police (18 Mos)				Allow		\$350,000																NA					
Additional General Conditions				Allow		\$400,000																NA					
Subtotal Phased Project Costs						\$750,000																					
<b>Temporary Facility</b>																											
Temporary Police Station				Allow		\$0																NA					
Subtotal Temporary Facilities						\$0																					
<b>Project Expenses</b>																											
Moving to Temporary facility						\$10,000																NA					
Subtotal Proj Expenses						\$10,000																					
<b>Total Conceptual Comparative Ballpark Estimate of Differential Project Co</b>						<b>\$994,375.00</b>		<b>\$1,062,000.00</b>						<b>\$2,056,375</b>		<b>-\$360,500</b>											
<b>Differential</b>														<b>\$2,416,875</b>													



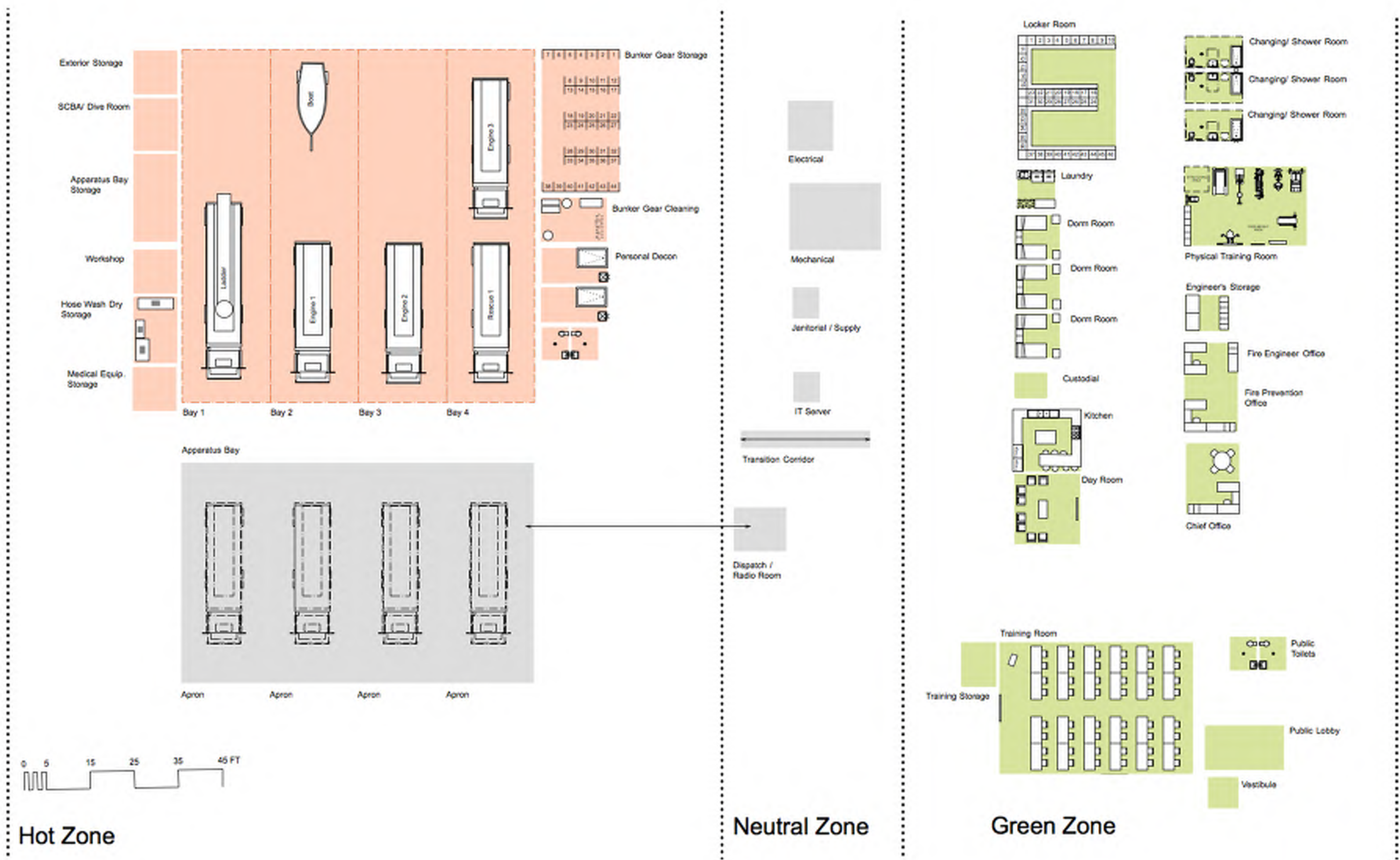
Projected Meeting and Milestone Schedule: Schematic Design

Date & Time			Item	Location
TBD			Board of Public Works Vote to Transfer Cemetery Land to BOS	
Mon	02/25/19	6:00PM	<b>Board of Selectmen Meeting</b> -Approve Additional Services for JRA SD -Approve Additional Services for survey, wetlands, traffic	
Wed	02/27/19	7:00PM	<b>Town Building Committee Meeting</b> -Review Combined Facility Option at Cemetery/11 JWA Site -Decision on Combined or Separate Facilities -Discuss options for existing building on 11 JWA -Review SD Phase Schedule	Town Hall - Auditorium (3rd Floor)
Tues	03/05/19	8:00PM	Preliminary Meeting with Conservation Commission	Town Hall, 2nd Floor
Wed	03/13/19	7:00PM	<b>Town Building Committee Meeting</b> -Summarize Feedback from ConCom/PB -Design Progress Review	Town Hall - Auditorium (3rd Floor)
Wed	03/27/19	7:00PM	<b>Town Building Committee Meeting</b> -Design Progress Review	Town Hall - Auditorium (3rd Floor)
Fri	03/29/19	5:00PM	SD Package to Cost Estimators	
Wed	04/10/19	7:00PM	Public Forum	Town Hall - Auditorium (3rd Floor)
Fri	04/12/19	2:00PM	SD Cost Estimates Complete	
Wed	04/17/19	TBD	Cost Estimate Reconciliation Meeting	
Wed	04/24/19	7:00PM	<b>Town Building Committee Meeting</b> -Approval of Proposed Budget -Approval to Proceed to DD	Town Hall - Auditorium (3rd Floor)
Wed	05/01/19	7:00PM	Public Forum	Town Hall - Auditorium (3rd Floor)
Mon	05/06/19	7:30PM	Annual Town Meeting	Essex Elementary School



# 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
Engineer'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

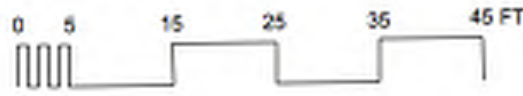
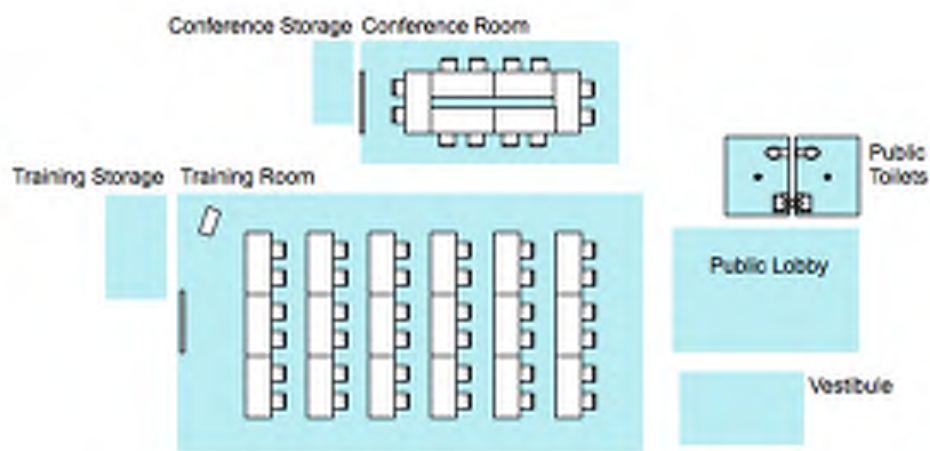
Net to Gross 1.25

Total Fire Gross SF 15,098 SF

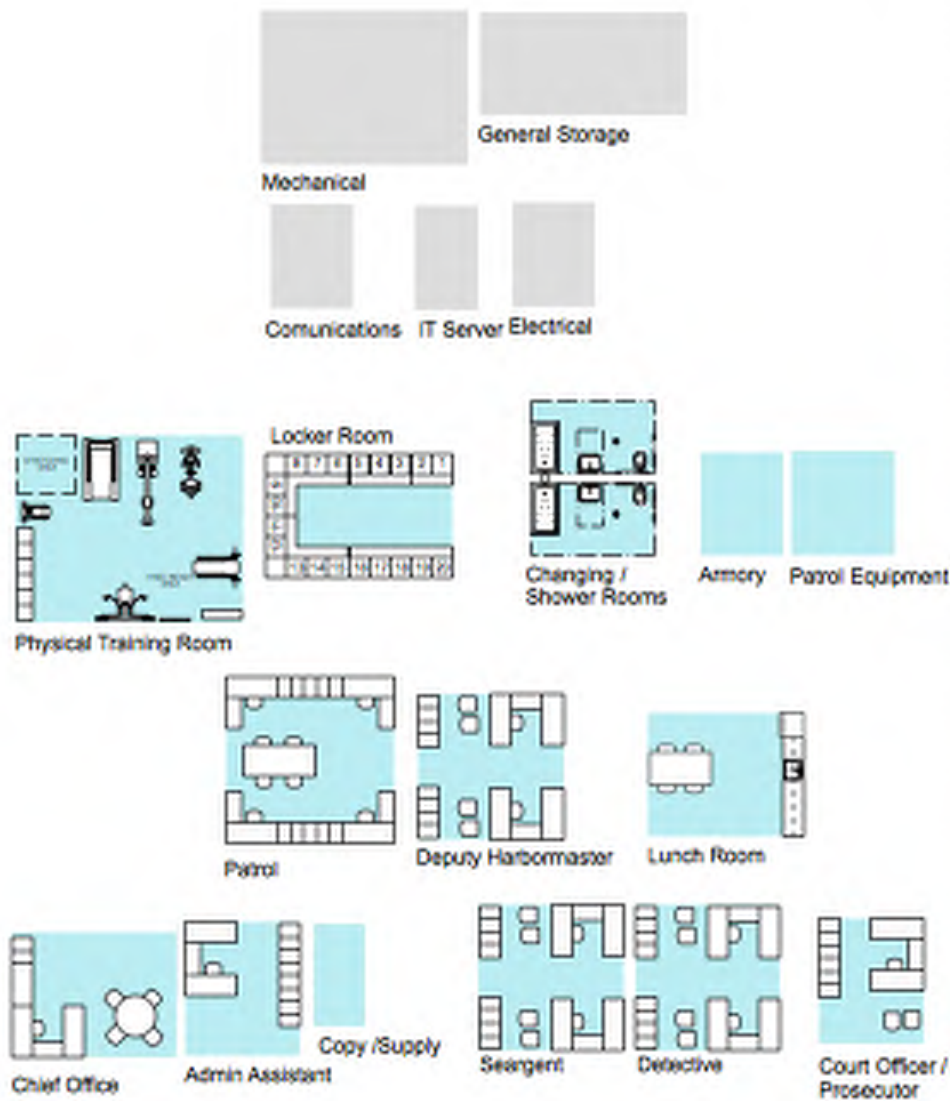


# Essex Public Safety Building Project

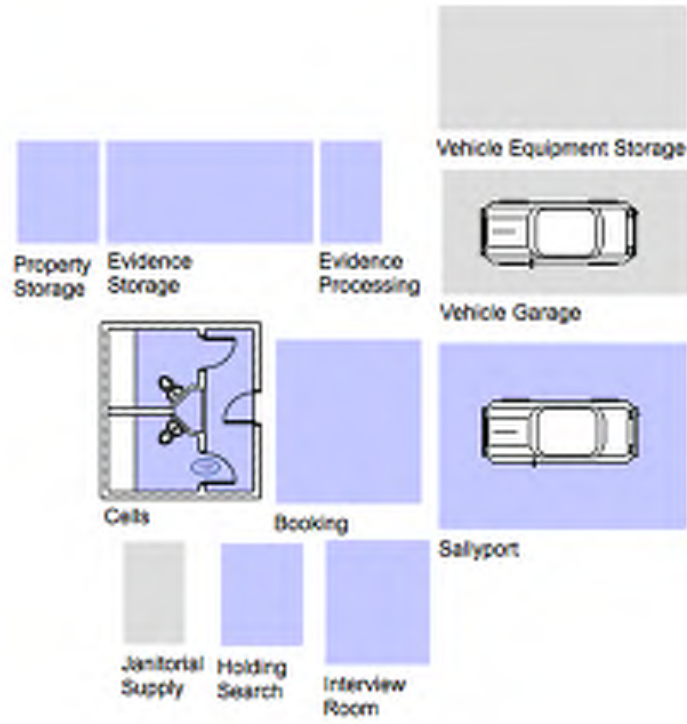
## Building Program - Police Department



Public



Secure



### 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 Interview 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



**JOHNSON  
ROBERTS  
ASSOCIATES INC.**

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**ARCHITECTS**



# Essex Public Safety Building Project

Town Building Committee

Sign-In List

Location: Town Hall, 3<sup>rd</sup> Floor Date: 2/27/2019

Name	Email
1 <u>Tim Dorman</u>	<u>Tim.dorman@NVS.com</u>
2 <u>PHIL O'BRIEN</u>	<u>pobrien@johnson-roberts.com</u>
3 <u>STEWART ROBERTS</u>	<u>SROBERTS@JOHNSON-ROBERTS.COM</u>
4 <u>PAUL FRANCIS</u>	<u>pfrancis@essexma.org</u>
5 <u>Brendhan Zubricki</u>	<u>bzubricki@essexma.org</u>
6 <u>LISA O'DONNELL</u>	<u>lodonnell@essexma.org</u>
7 <u>Andrew Spinney</u>	<u>andy@anchorseal.com</u>
8 <u>STUART PRATT</u>	<u>SPRATT@HUNNEMANRE.COM</u>
9 <u>Colleen Enos</u>	<u>Colleenenos@gmail.com</u>
10 <u>RAMIE READER</u>	<u>RAMIE6582@CO.CAST.ET</u>
11 <u>Daniel Duvette</u>	<u>dduvette@essexma.org</u>
12 <u>Wesley Burnham</u>	<u>W-Burnham@Comcast.Net</u>
13 <u>Charlie Storey</u>	<u>cstorey@harpoon.com</u>
14 <u>Peter Shipper</u>	<u>peterhipper@comcast.net</u>
15 <u>Mark McKenna</u>	<u>markw.mckenna@Comcast.net</u>
16 <u>PETER SILVA</u>	<u>PSILVA@ESSEXMA.ORG</u>
17 <u>Mike U.</u>	
18 <u>NATE</u>	
19	
20	



**Meeting of Essex, MA Town Building Committee  
Wednesday February 27, 2019 7 PM EST**

Town Hall - Auditorium (3rd Floor)  
30 Martin Street, Essex, MA 01929

Town Building Committee  
Board of Selectmen  
Wednesday, February 27, 2019  
7:00 p.m.  
Town Hall, 3rd Floor Auditorium

**AGENDA**

- Public Comment.
- Approval of minutes from February 6, 2019.
- Review combined facility option at Cemetery/11 John Wise Avenue Site.
- Review scenario for separate facilities (Fire at John Wise Avenue and Police at present site).
- Discussion on pros and cons of combined facility versus separate sites.
- Discussion on whether the existing building at 11 John Wise Avenue should/may be incorporated into the new facility design in some fashion, versus removal/demolition.
- Discuss possible specialized permits, including from Board of Appeals, Conservation Commission, and Historical Commission.
- Review meeting and milestone schedule for Schematic Design Phase.
- Items not apparent to the Chairman in advance of the meeting posting deadline.