

Essex Public Safety Building Project	Meeting Minutes
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Re: Town Building Committee/Public Forum	Date: April 10, 2019
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		Mike Ulichney	
Stuart Pratt, Member	✓	<u>JRA (Architect)</u>	
Charles Storey, Member		Stewart Roberts	✓
Ramie Reader, Member	✓	Philip O'Brien	✓

1. Approval of the minutes of the March 27, 2019 Town Building Committee Meeting: Westley Burnham made a motion to approve the minutes of the March 27, 2019 Town Building Committee Meeting. The motion was seconded by Chief Doucette, all were in favor and the motion was passed unanimously.
2. Brief overview of how we have gotten to this point – Lisa O'Donnell, Chairman.
 - a. Lisa O'Donnell provided a summary of the process, including:
 - i. Contracting with NV5 as the OPM in August.
 - ii. Selecting JRA as the Architect in October.
 - iii. Progressing with the conceptual design phase which included program development and a comprehensive site selection process including both stand-alone and combined facility options.
 - iv. The Town owned cemetery land on John Wise Avenue combined with the acquisition of the private parcel at 11 John Wise Avenue was the selected option as it would allow for a side loading apparatus bay configuration which avoids the need to back in directly from the roadway. It was also determined that a

combined facility could fit on this site, which is significantly less costly than building separate facilities.

- v. Town Meeting approved transferring the necessary piece of the cemetery land to the control of the Board of Selectmen and acquisition of the 11 John Wise Ave. property for a cost of up to \$785,000. The property is under agreement with a closing date to occur by June 1st.
- vi. Upon selection of the site, the Schematic Design Phase has progressed to further develop the combined facility design.
- vii. Two independent construction cost estimates are progressing and the intent is to reconcile the estimates and develop a proposed budget to present at the next meeting.
- viii. The Finance Committee has recommended allocation of an additional \$3.5M of the Conomo Point funds to the project funds.
- ix. A Town Meeting vote on May 6th and debt exclusion vote on May 13th will be required to approve the complete project funding.
- b. The Town Administrator provided an update on the zoning memo prepared by Town Counsel indicating that the Building Inspector is in agreement that no variance would be required but that a 3rd party reviewer will need to be engaged for the building permit application.

3. Overview of project schedule – Tim Dorman, Project Manager, NV5.

- a. NV5 Provided an update summarizing the schedule included in the attached presentation. It was noted that the schedule is generally consistent with the schedule presented at the last public forum in terms of design and bidding timelines, but that the overall construction duration has been reduced to be consistent with the single combined facility scheme as opposed to two separate facilities being constructed sequentially.

4. Review of project design – Stewart Roberts/Phil O'Brien, Architects, Johnson Roberts Associates.

- a. Stew Roberts/JRA presented the Schematic Design plans for the combined facility, summarized as follows:
 - i. The building is a combined fire and police facility configured as a 2-story building with the fire department space on the main level and the police department space on the lower level. There are shared spaces including the training room, physical training room and conference room on both levels in the public area.
 - ii. The apparatus bays are oriented to provide for a side loading configuration so that trucks do not have to back in directly from the roadway. The bays are south facing to benefit from solar orientation.
 - iii. A total of 48 parking spaces are provided on site and are broken up into different areas including along the back of the apparatus bay apron, in the upper part of the site adjacent to the main entrance and in the lower part of the site adjacent to the entrance at the lower level.



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- iv. A summary of the updated floor plans included in the presentation was provided, noting the various building areas in the hot, neutral and clean zones consistent with healthy fire station design.
 - v. The program is in line with modern station standards and right sized for current space and equipment storage needs.
 - vi. Basic storage areas are provided in the design, however additional storage options are being priced for consideration in the unexcavated areas below the training room and/or apparatus bays.
 - vii. The design also includes the demolition of the barn and salvage of the timber frame for reuse within the training room. This will be priced in the cost estimate with a breakout cost provided.
 - viii. It was noted that the exterior is intended to resemble a series of smaller buildings to fit with the character of the neighborhood by breaking up the massing, rooflines and through use of various siding materials.
- b. Erin Kirchner, the Town's Safety Coordinator provided an update on the new workplace safety standards that will apply to public buildings. The town is on the list for FY 2020 inspections. Having a defined timeline for the new building to be completed will help in mitigating any deficiencies raised in these inspections. JRA will reach out to the regulatory authority to confirm if there are any specific requirements/standards for incorporation into the project design.
5. Question and answer period and public comment and interactive discussion:
- a. It was requested that energy usage/efficiency be discussed.
 - i. JRA noted that the building will be designed to be energy efficient but that it will also meet current standards in terms of heating, cooling and air circulation increasing operating cost as compared to the current condition. The apparatus bays are located on the south side to keep the bays warm and reduce ice buildup.
 - b. The question was raised as to whether or not the timber frame could be reused in a more public area like the lobby.
 - i. JRA noted that the training room provides the ideal location for reuse as the overall dimensions are the same as the barn, allowing for the frame to be reused as is.
 - c. Question was raised regarding what the current budget is and what value engineering has been completed.
 - i. It was noted that the intent is to develop a responsible budget based on a design that meets the Town's needs for a functional and quality building. Value engineering opportunities would be considered in later phases as the details of the design are further developed.

- d. It was questioned whether or not the design presented is the only option currently being considered.
 - i. It was clarified that the combined facility on the John Wise Ave. site was the option chosen to move forward with into Schematic Design following a comprehensive options analysis phase. It was ultimately determined that this is the only available site to support a combined facility which saves approximately \$2M over the separate facility option due to efficiencies from shared spaces and savings in escalation and overhead costs resulting from a shorter construction duration.
- e. The question was asked regarding what would be done with the existing building.
 - i. It was noted that the many issues identified with the existing building prevent it from being repurposed, so demolition may make the most sense once the new building is occupied. The demolition cost will be estimated for consideration. It has not been determined what would be located on the existing site if the building is demolished.
- f. Concern was raised regarding how a visitor will know how to get to their intended destination.
 - i. It was noted that there will be signage at the two common entrances on the main level and lower level as well as internal wayfinding signage directing visitors to either the fire, police or common spaces.
- g. A comment was made that incorporating a desk space with a receptionist would be helpful.
 - i. It was noted that it would not be practical to staff this position. Secure entry will be managed with staffing at windows when available and through use of cameras.
- h. What will be done with the existing stone walls on the site?
 - i. It was noted that the wall closest to the street will be retained where possible. Reuse options will be considered for the stones that need to be removed.
- i. Is Essex preparing a vulnerability plan and could there be a grant for this project since the existing building is in the flood plain?
 - i. It was noted that Essex is in the first round and is looking at tidal surge and alternative transportation routes as grants are targeted for infrastructure like roadways and seawalls.
- j. Could the optional storage areas be constructed later or do they have to be completed as part of the project?
 - i. It would not be practical to construct these areas later, so a decision would have to be made now or never. The two options are being priced up in the cost estimate. The area under the training room is anticipated to be the less costly of the two.

Attachments:

- JRA Presentation
- Agenda
- Sign in list

-End of Minutes-

Tim Dorman, NV5

Lisa O'Donnell, Committee Chair



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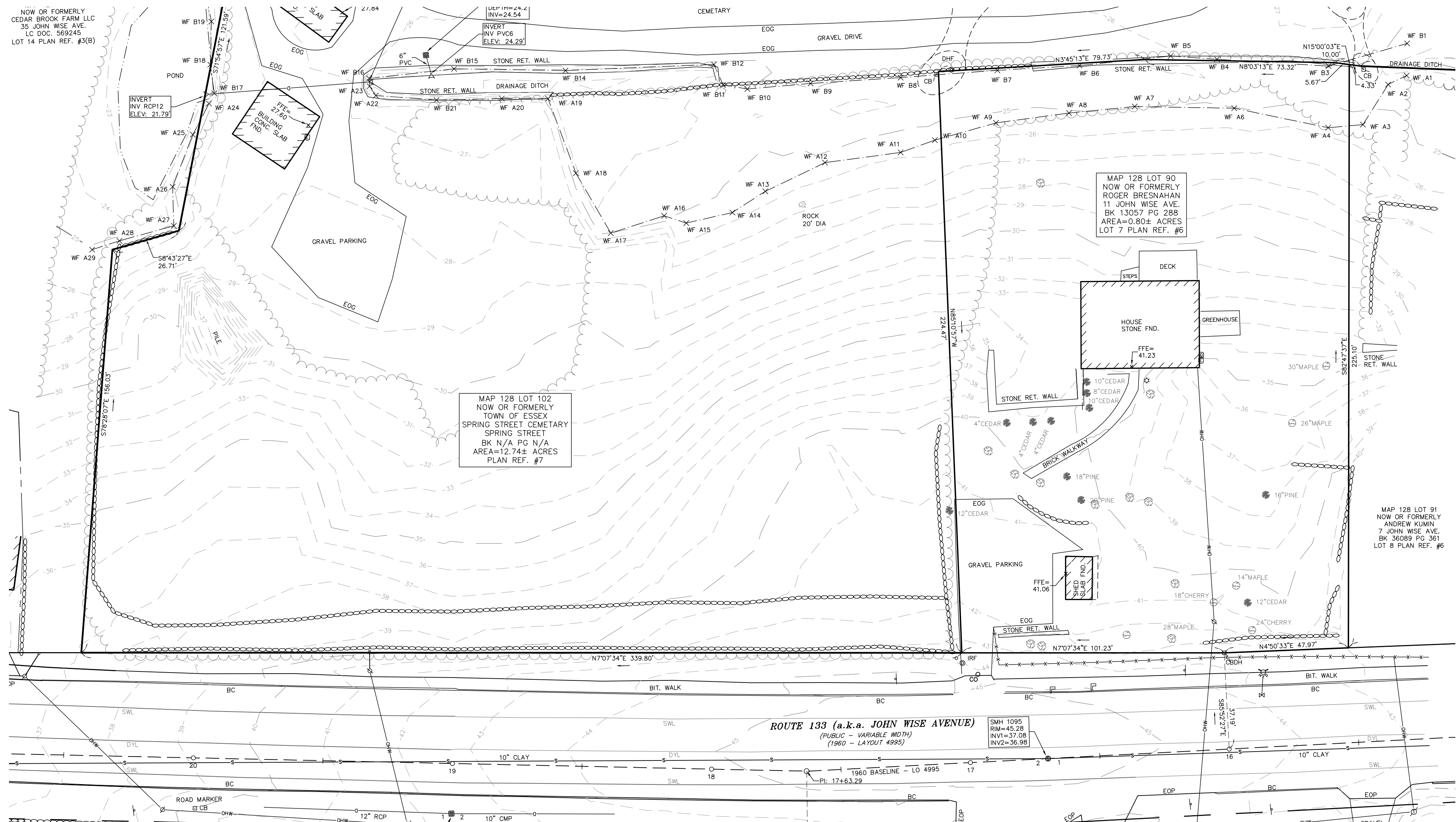
**JOHNSON
ROBERTS**
ASSOCIATES INC.

ARCHITECTS

Essex Public Safety Building

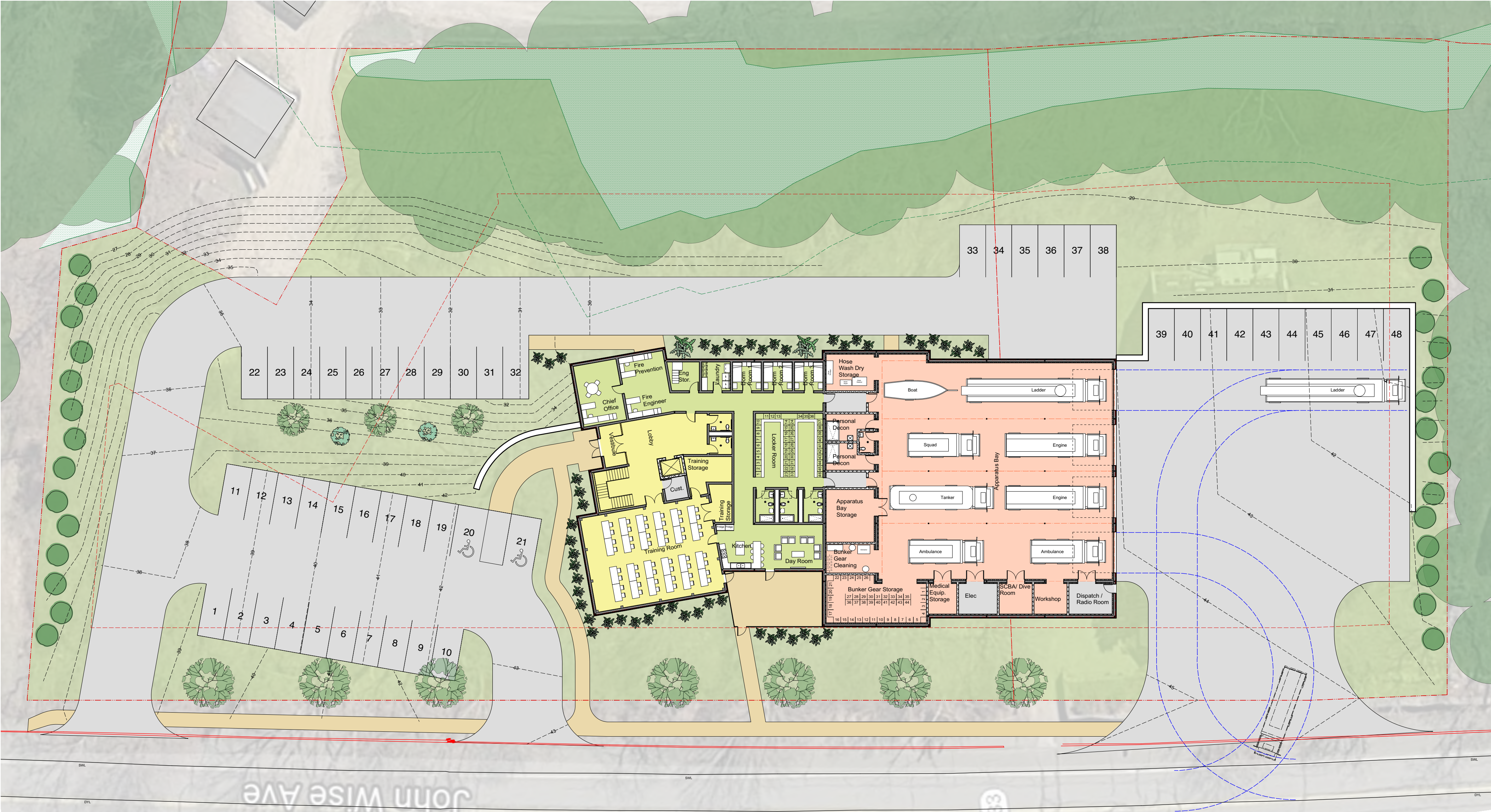
Essex, Massachusetts

Public Forum April 10, 2019



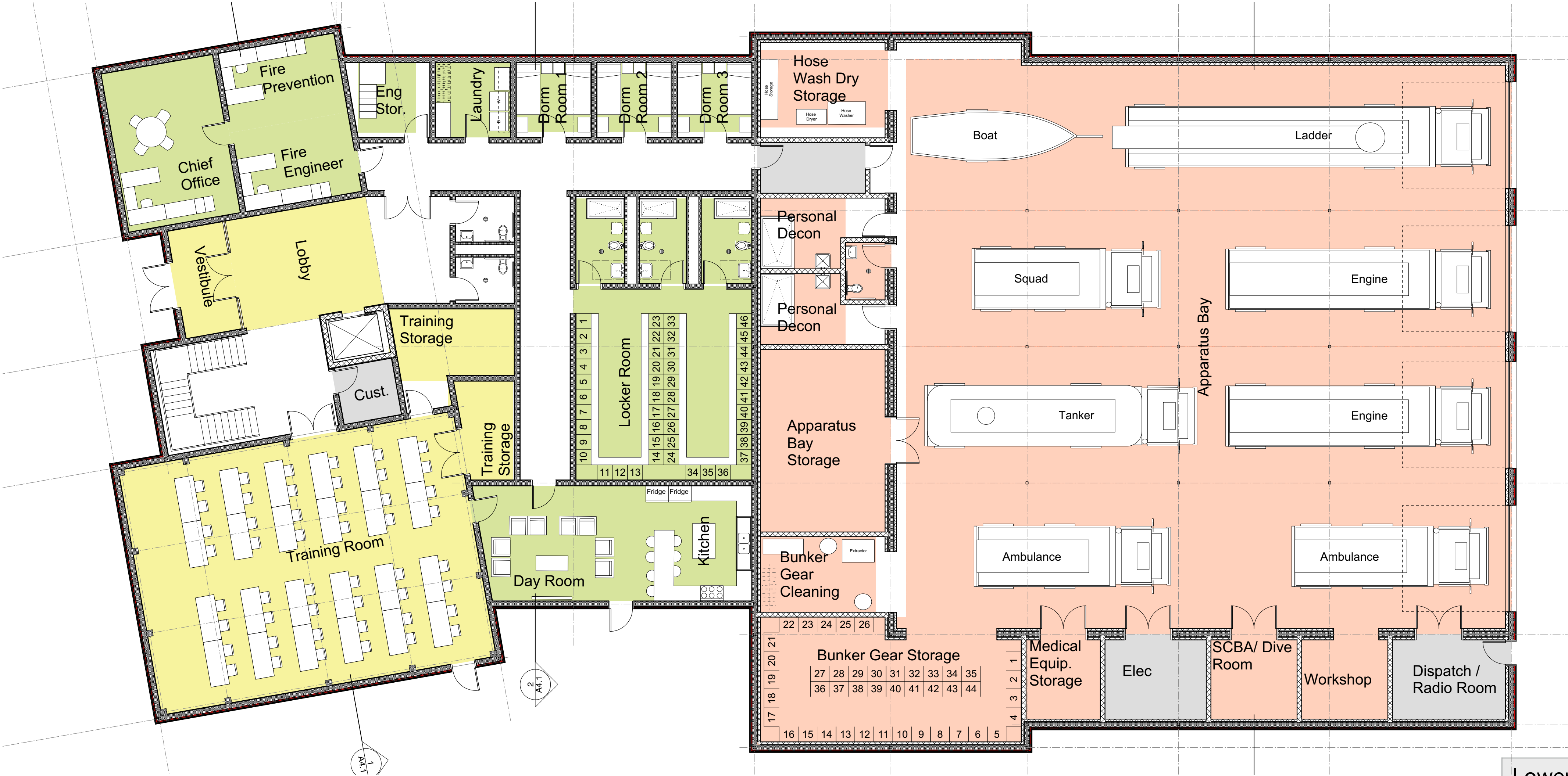
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Site Plan



Essex Public Safety Building Project

Upper Level Plan



Lower Level	10,200 SF
Upper Level	15,850 SF
Total	26,050SF

Essex Public Safety Building Project

Lower Level Plan



Lower Level	10,200 SF
Upper Level	15,850 SF
Total	26,050SF

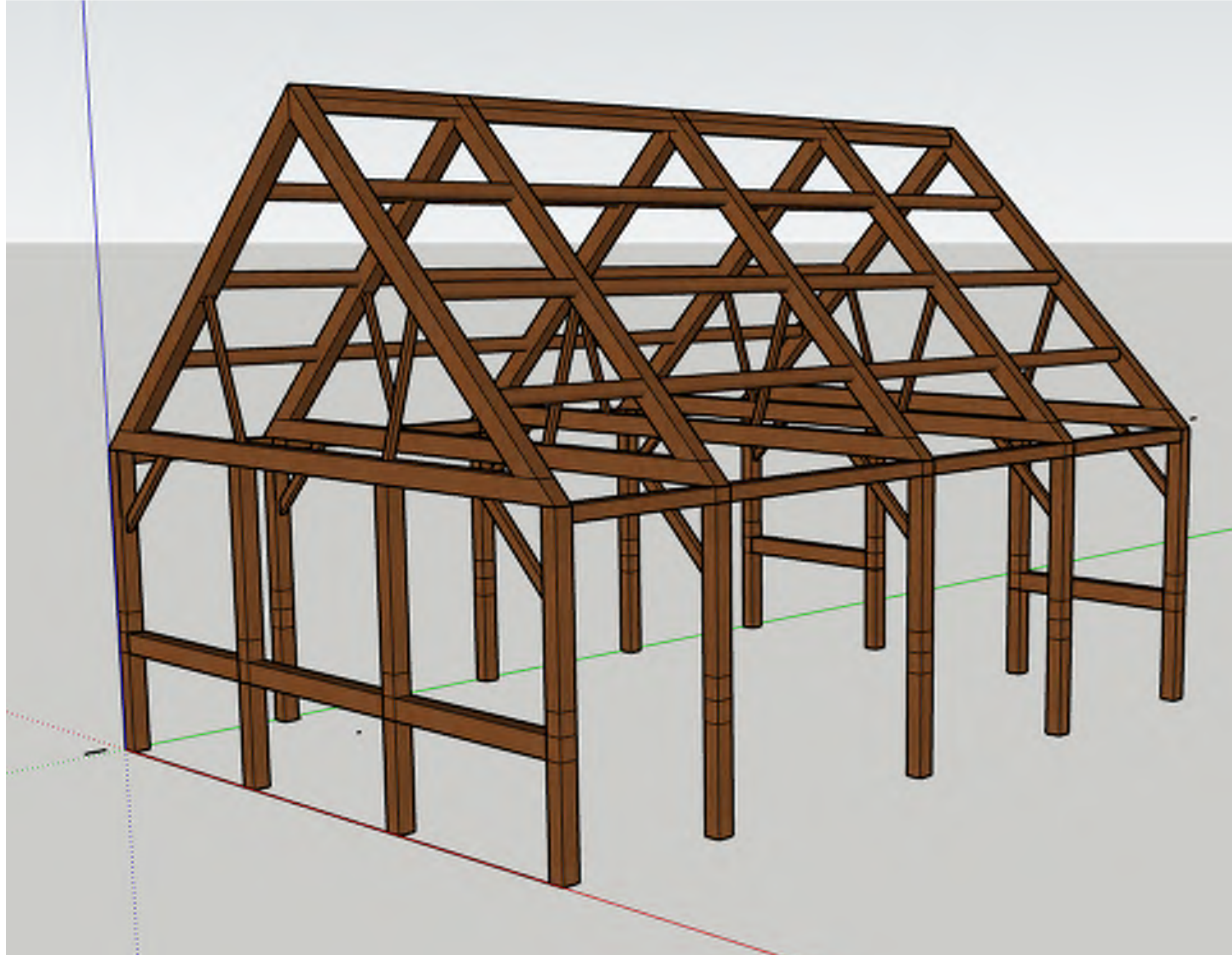
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Lower Level Plan - With Additional Area



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11 Wise Ave Barn



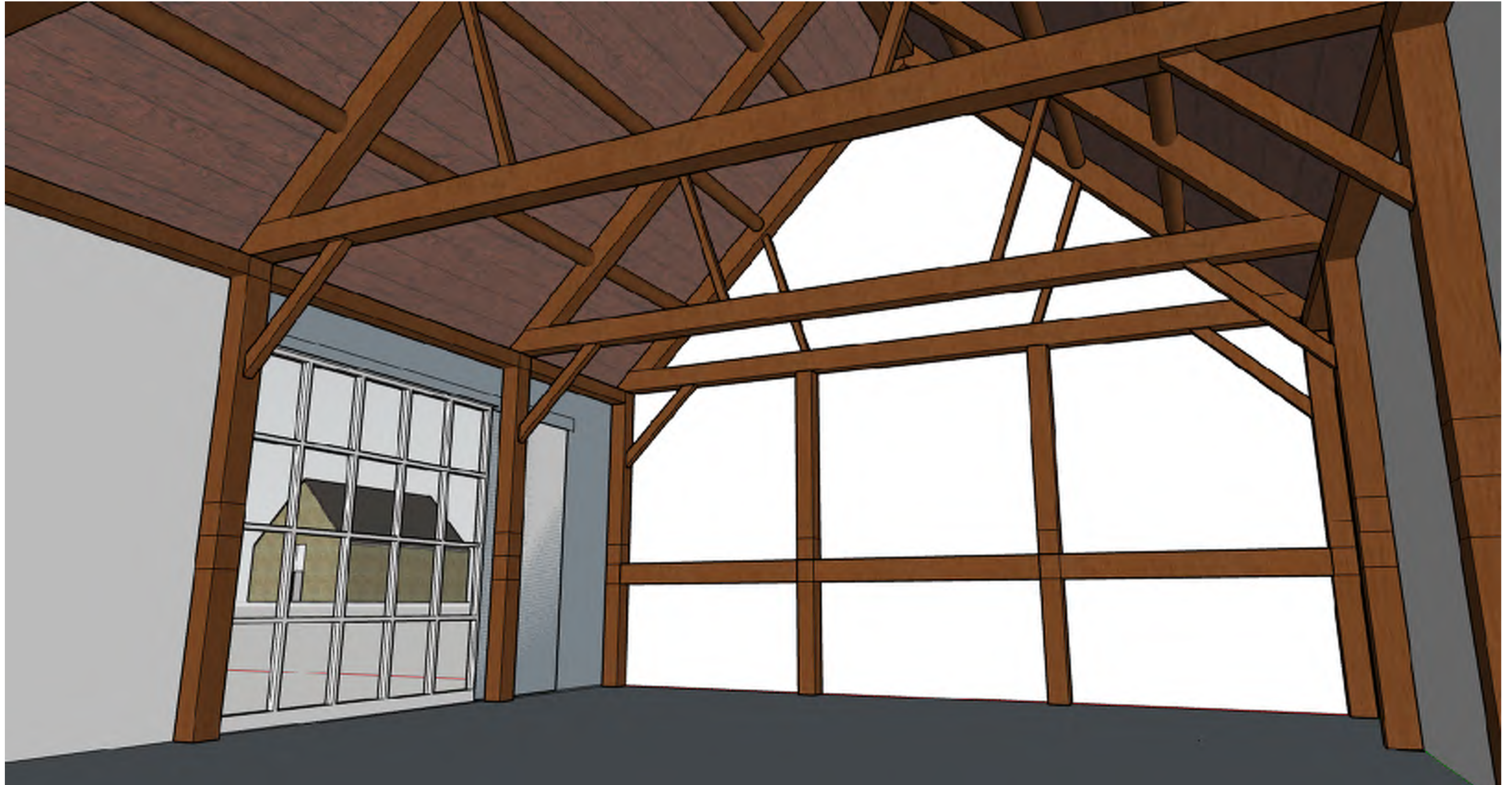
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11 Wise Ave Barn



Essex Public Safety Building Project

11 Wise Ave Barn



Essex Public Safety Building Project

Model View



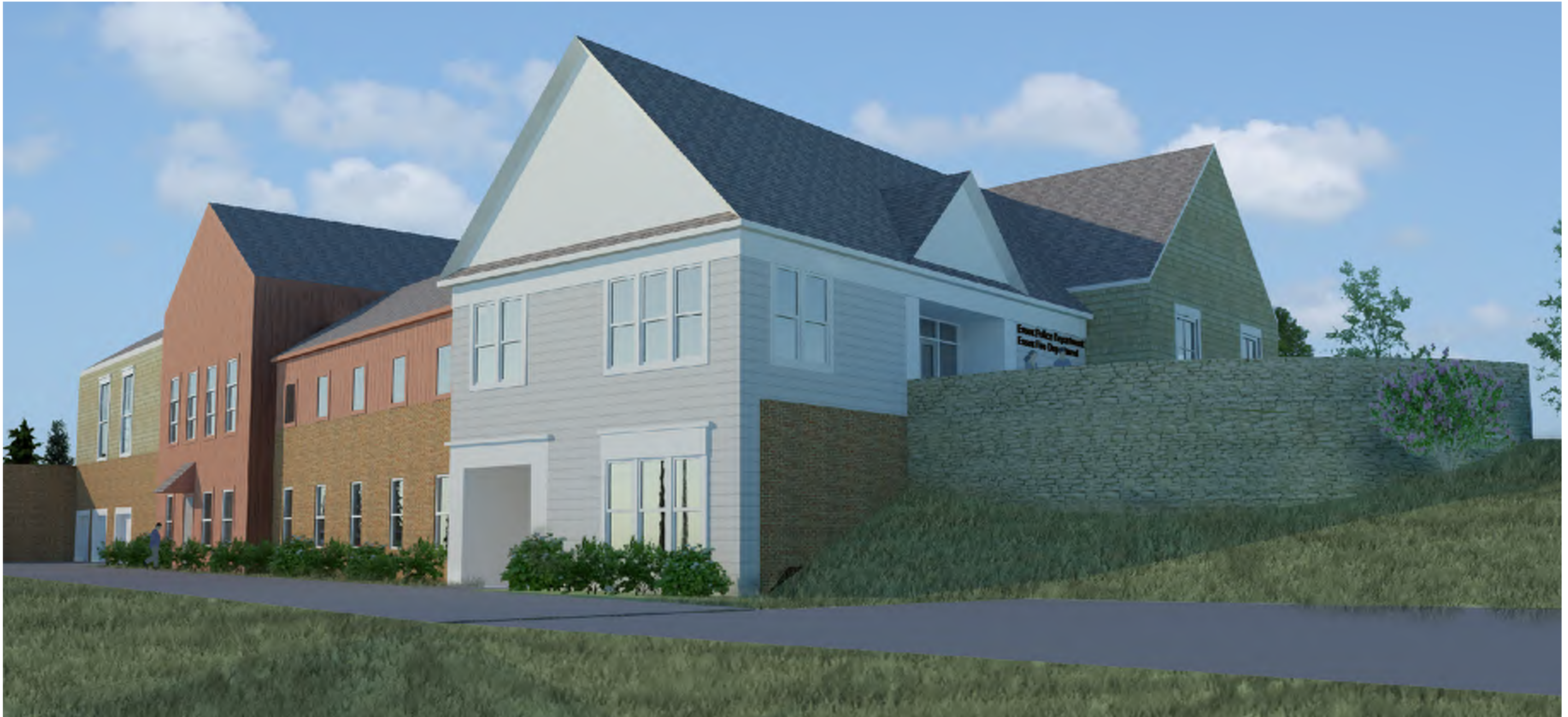
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Model View



Essex Public Safety Building Project

Model View



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Model View



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Essex Public Safety Building Project

Model View



Essex Public Safety Building Project

Exterior Elevations



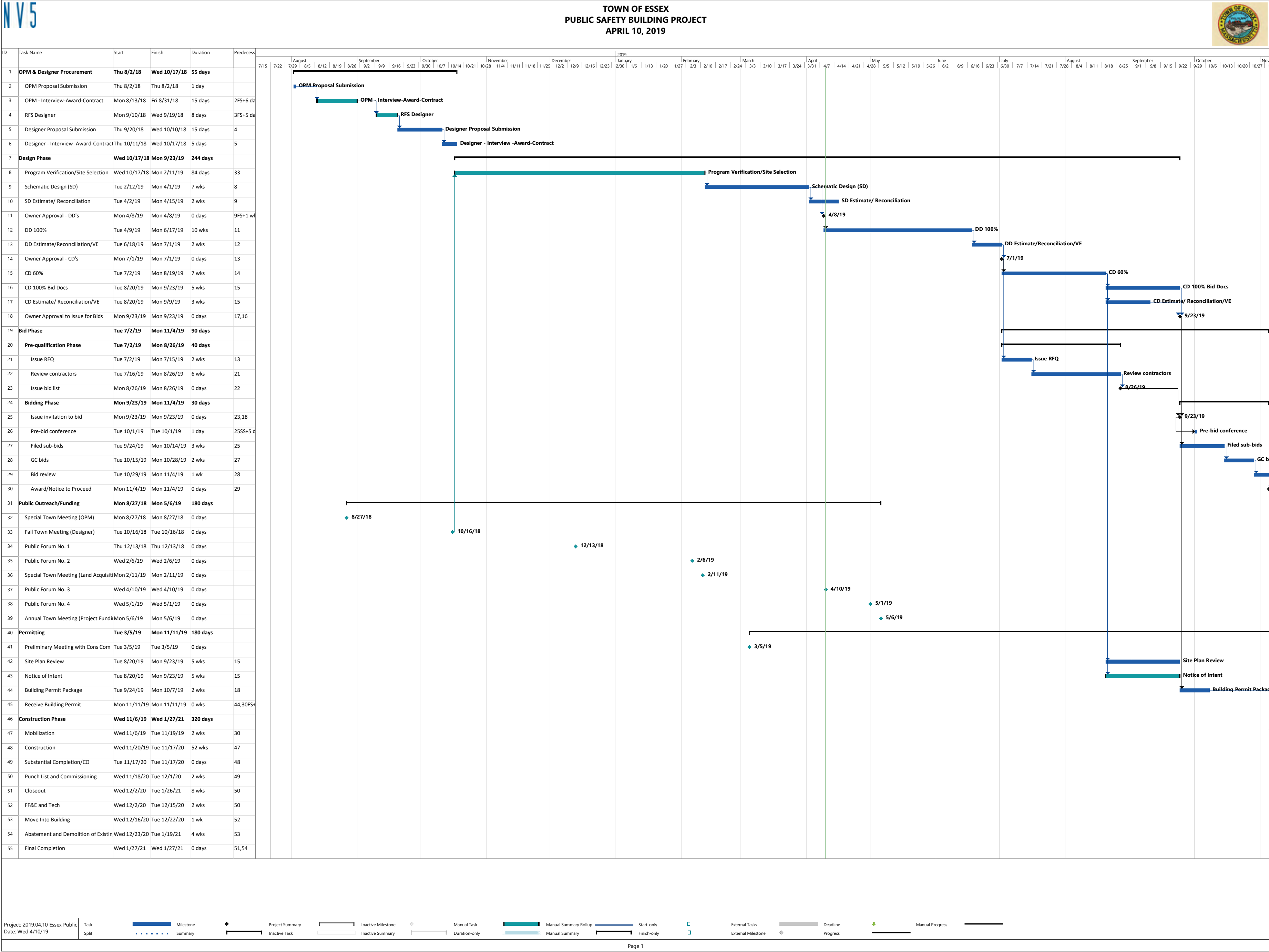
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Exterior Elevations



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	Board of Selectmen Meeting -Approve Additional Services for JRA SD -Approve Additional Services for survey, wetlands, traffic	
Wed	02/27/19	7:00PM	Town Building Committee Meeting -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	Town Building Committee Meeting -Summarize Feedback from ConCom/PB -Design Progress Review	Town Hall - Auditorium (3rd Floor)
Wed	03/27/19	7:00PM	Town Building Committee Meeting -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	Town Building Committee Meeting -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 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
Architect Selection/Options Analysis	27-Aug-18	11-Feb-19																																																																			
Special Town Meeting - OPM	27-Aug-18																																																																				
Fall Town Meeting - Architect	16-Oct-18																																																																				
Public Forum	13-Dec-18																																																																				
Public Forum	6-Feb-19																																																																				
Special Town Meeting - Land Acquisition	11-Feb-19																																																																				
Schematic Design	12-Feb-19	8-Apr-19																																																																			
Public Forum	10-Apr-19																																																																				
Design Development	9-Apr-19	1-Jul-19																																																																			
Public Forum	1-May-19																																																																				
Town Meeting - Project Funding Approval	6-May-19																																																																				
Construction Documents	2-Jul-19	22-Sep-19																																																																			
Bidding	23-Sep-19	4-Nov-19																																																																			
Construction	5-Nov-19	31-Jan-21																																																																			

Meeting of Essex, MA Town Building Committee
Wednesday April 10, 2019 7 PM EDT

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

Town Building Committee
Board of Selectmen
Wednesday, April 10, 2019
7:00 p.m.

Public Safety Facility Public Forum
Town Hall, 3rd Floor Auditorium

AGENDA

- 7:00 p.m., April 10, 2019 - Essex Town Hall Auditorium
- Brief overview of how we have gotten to this point – Lisa O'Donnell, Chairman.
- Overview of project schedule – Tim Dorman, Project Manager, NV5.
- Review of project design – Stewart Roberts/Phil O'Brien, Architects, Johnson Roberts Associates.
- Question and answer period.
- Public comment and interactive discussion.
- Adjourn.

Essex Public Safety Building Project

Town Building Committee

Sign-In List

Location: Town Hall, 3rd Floor

Date: 4/10/2019

Name	Email
1 Tim Dorman	tim.dorman@NUS.com
2 PAUL FRANCIS	pfrancis@essexma.org
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