Call Meeting to Order
Joseph Magnani, Chair call the meeting to order at 4:04 and present at the meeting was Steve Mitchell, Chief Vin Alfano, Chief Keith Robie, Peter Chisholm, Joe Richardson, Paul Carpenter, Jeff Thurber, Michael Herbert, Jordan Vallon.

Amy Dunlap, Matt Disalvo and Janet Slemenda from HKT.

Jon Lemieux from Vertex.

Discussion Items
Review and Accept Meeting Minutes
No meeting minutes were available.

HKT – Presentation of HVAC analysis
I turned over the meeting to Amy Dunlap from HKT who introduced Matt Disalvo from Garcia-Galuska-Desousa Consulting Engineers providing the PSB committee their presentation on the HVAC system designed for the new building. Matt provided the committee a detailed explanation on each of the four options providing the Pros and the Cons to each system, lastly Matt went into a lengthy explanation to the cost associated for each option. NOTE: This presentation will be added to the Public Safety Building link on the Town’s web site. Upon completion of his presentation I opened up the discussion to the committee members for questions and comments, Jordan Vallon town employee on the building maintenance Dept. along with Joe Richardson, asked many pertinent questions concerning several options provided. Joe stated he was familiar with Option 2, and he felt this was the best option to choose, Lt. Duca an experienced HVAC installer and repairman like Option 2 as well as option 3. I reminded all members we were just presented this materials today for the first time and we should not take a vote in hast but needed to digest all information present today, I then asked Amy who stated they wanted to make a presentation to the cost analyst group sooner than later to keep with the time line we were under. One week would not make a difference, but our decision should be done by next week.

Matt Rehnquist from the sustainability committee applauded the work done on the HVAC options presented which included information on LEED and Net Zero buildings, Matt also realized the added expenses is always a concern in keeping this project within the financial guidelines we are established when this project first began.

Matt was directed by the committee to come up with several provide a cost breakdown on Options 2, 3 and 4 (full sustainability net zero building).

Next meeting agreed to by present committee members: April 22nd 4pm via Zoom.

Motion to adjourn made by Steve Mitchell seconded by M. Herbert

Meeting adjourned 6pm

Adjournment

Meeting Materials:
This agenda is subject to change and includes those items reasonably anticipated by the Chair to be discussed at the meeting. Not all agenda items may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.
INTRODUCTIONS

Project Management – The Vertex Companies, Inc.
- Jon Lemieux

Designer – HKT Architects, Inc.
- Janet Slemenda
- Amy Dunlap
INTRODUCTIONS - Public Safety Building Committee

- Joe Magnani
- Brett Walker
- Peter Chisolm
- Michael Herbert
- Jennifer Ball
- Vincent Alfano (Police Chief)
- Keith Robbie (Fire Chief)
- Steve Mitchell
- Joe Richardson (ex-officio)
- Paul Carpenter (ex-officio)
AGENDA

- Space needs programming
- Site investigations
  - Survey
  - Wetlands delineation / ANRAD application
  - Sub-surface explorations – soil probes, borings, test pits
  - Traffic analysis
- Schematic design
  - Conceptual test fits on the site
  - Floor plans
  - Elevations
- Budget
- Schedule
**ASHLAND PUBLIC SAFETY BUILDING**

**SPACE NEEDS PROGRAMMING**

- Process began during Feasibility Study with former Chiefs
- Programming sessions with current Chiefs to verify and modify needs based on current operations
- Changes have been made as the Design Team has worked through plan options with the Chiefs
- Target square footage: 44,211 GSF
- Target parking requirements: 70-75 spaces
  - Police/Fire personnel at shift change with personal and department vehicles
  - Dispatch/Communications staff
  - Visitor parking

---

### Programming Questionnaire

<table>
<thead>
<tr>
<th>Position</th>
<th>Staffing</th>
<th>2018</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief</td>
<td></td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Deputy</td>
<td></td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Admin Spc</td>
<td></td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Spc's</td>
<td></td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>Officers</td>
<td></td>
<td>19</td>
<td>25</td>
</tr>
<tr>
<td>Security</td>
<td></td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Fire Alarm</td>
<td></td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Detectives</td>
<td></td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Operations</td>
<td></td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>General</td>
<td></td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Fire Safety</td>
<td></td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Building</td>
<td></td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Grounds</td>
<td></td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Maintenance</td>
<td></td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

### Staffing Requirements

- **Police Department**
- **Public Safety Building**
- **Office of the Chief**
- **Records**
- **Training**
- **Public Safety Operations**
- **Vehicle Operations**
- **Emergency Operations**
- **Administrative**
- **Support Services**

### Public Building Feasibility and Location Study

<table>
<thead>
<tr>
<th>Description</th>
<th>2018</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Records</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Training</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public Safety</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Records</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Training</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public Safety</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Records</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Training</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public Safety</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### June 2019 Update

- **Project**
- **Facility**
- **Facility (/Remodel)**
- **Total**
- **Common Area (Parking Deck)**
- **Common Area (Parking Deck)**
- **Total**
- **Space**
- **Floor Area**
- **Total**
- **Total**

---

**Town of Ashland Public Safety Building**

**HKT Architects, Inc.**
SITE CONSTRAINTS

- Property line
- Zoning setbacks
  - 25’ front, back + side
  - 50’ abutting residential property
ASHLAND PUBLIC SAFETY BUILDING

SITE CONSTRAINTS

- Property line
- Zoning setbacks
- 25' front, back + side
- 50' abutting residential property
- Topography
- Total 35' grade change
- Rises to the east
ASHLAND PUBLIC SAFETY BUILDING

SITE CONSTRAINTS
- Property line
- Zoning setbacks
- 25' front, back + side
- 50' abutting residential property
- Topography
- Total 35' grade change
- Rises to the east
- Wetlands
ASHLAND PUBLIC SAFETY BUILDING

SITE CONSTRAINTS

- Property line
- Zoning setbacks
  - 25’ front, back + side
  - 50’ abutting residential property
- Topography
  - Total 35’ grade change
  - Rises to the east
- Wetlands
- Wetlands – 5,000 sf off-site replication
SITE CONSTRAINTS

- Property line
- Zoning setbacks
  - 25’ front, back + side
  - 50’ abutting residential property
- Topography
  - Total 35’ grade change
  - Rises to the east
- Wetlands
- Wetlands – 5,000 sf off-site replication
- Geotechnical investigations
  - Bedrock elevations
ASHLAND PUBLIC SAFETY BUILDING

SITE CONSTRAINTS

- Property line
- Zoning setbacks
  - 25’ front, back + side
  - 50’ abutting residential property
- Topography
  - Total 35’ grade change
  - Rises to the east
- Wetlands
- Wetlands – 5,000 sf off-site replication
- Geotechnical investigations
  - Bedrock elevations
- Traffic analysis
TRAFFIC ANALYSIS

- Mitigate impact to existing traffic at intersection
- Consider possible future geometric realignment of intersection when placing building
SITE CONSTRAINTS

- Property line
- Zoning setbacks
  - 25' front, back + side
  - 50' abutting residential property
- Topography
  - Total 35' grade change
  - Rises to the east
- Wetlands
- Wetlands – 5,000 sf off-site replication
- Geotechnical investigations
  - Bedrock elevations
- Traffic analysis
APPARATUS PLACEMENT – OPTION 1 DRIVE-THRU BAYS – CLOSE TO UNION ST

- Elevation at street dictates apparatus floor elevation
- 6’ elevation change along Union St within access zone
- Apparatus apron to slope down to street or be flat – avoid going up-hill if possible
- Apparatus bays close to Union St:
  - Slope of apron at steepest point too steep for trucks
- Extensive retaining walls required to allow drive-thru bays
APPARATUS PLACEMENT – OPTION 1 DRIVE-THRU BAYS – FARThER BACK FROM UNION ST

- Elevation at street dictates apparatus floor elevation
- 6’ elevation change along Union St within access zone
- Apparatus apron to slope down to street or be flat – avoid going up-hill if possible
- Apparatus bays farther back from Union St:
  - Slope of apron is shallower for trucks
- Extensive retaining walls required to allow drive-thru bays
ASHLAND PUBLIC SAFETY BUILDING

APPARATUS OPTIONS

PLAN  APPARATUS BAYS - ALL VEHICLES
1/16" = 1'-0"

PLAN  APPARATUS BAYS - SOME AT CEDAR STREET
1/16" = 1'-0"

PLAN  APPARATUS BAYS - SOME AT CEDAR STREET / CARPORT
1/16" = 1'-0"
APPARATUS PLACEMENT – OPTION 3 NO DRIVE-THRU BAYS – FARTHER BACK FROM UNION ST

- Elevation at street dictates apparatus floor elevation
- 6’ elevation change along Union St within access zone
- Apparatus apron to slope down to street or be flat – avoid going up-hill if possible
- Apparatus bays farther back from Union St:
  - Slope of apron is shallower for trucks
- Reduce retaining walls – grade at back of bays can be higher than apparatus floor elevation
  - Some retaining walls will be required for drive access or other reasons
• Apparatus apron configuration planned + with future geometric realignment
CONCEPTUAL SITE PLAN

- Three story – minimize footprint
- Apparatus bays increased to 7
  - Current – House trailers that otherwise would be stored at Cedar Street
  - Future – Accommodate a third ambulance
- Narrow width of apron for curb cut
- Carport – four additional vehicles
- Firing range built into hill to act as retaining wall
- Minimum 70 parking spaces
- Grading – Ramp/Stair at entrance
ASHLAND PUBLIC SAFETY BUILDING

SCHEMATIC ELEVATIONS

NORTHWEST ELEVATION

NORTHEAST ELEVATION
NEXT STEPS

- Energy modeling / Life Cycle Cost Assessment to influence mechanical systems selection
- Engineering narratives (structural, mechanical, electrical, plumbing, fire protection, technology)
- Site design to be advanced (civil engineering + landscape architecture)
- Sustainability analysis – LEED + Net Zero
- Schematic design level cost estimate
ASHLAND PUBLIC SAFETY BUILDING

BUDGET

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction (42,000 sf @ $600/sf)</td>
<td>$25,200,000</td>
</tr>
<tr>
<td>Rock removal (per Pare 2017)</td>
<td>$1,550,700</td>
</tr>
<tr>
<td>Rock removal escalation to 2021</td>
<td>$158,947</td>
</tr>
<tr>
<td>Subtotal</td>
<td>$26,909,647</td>
</tr>
<tr>
<td>Traffic signal work</td>
<td>$300,000</td>
</tr>
<tr>
<td>Soft Costs (Designer, OPM, FFE, etc.)</td>
<td>$6,802,412</td>
</tr>
<tr>
<td><strong>Total Project Budget</strong></td>
<td><strong>$34,171,005</strong></td>
</tr>
</tbody>
</table>

Notes:
1. Concept-level estimate
2. Final program square footage being finalized
3. LEED and Net Zero aspects of project are still being evaluated
## SCHEDULE

<table>
<thead>
<tr>
<th>Activity</th>
<th>Start</th>
<th>Finish</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schematic Design</td>
<td>01/06/20</td>
<td>03/30/20</td>
</tr>
<tr>
<td>Design Development</td>
<td>03/31/20</td>
<td>07/07/20</td>
</tr>
<tr>
<td>Construction Documents</td>
<td>07/08/20</td>
<td>10/28/20</td>
</tr>
<tr>
<td>Bidding</td>
<td>10/29/20</td>
<td>12/07/20</td>
</tr>
<tr>
<td>Town Meeting</td>
<td>11/2020</td>
<td></td>
</tr>
<tr>
<td>Town Ballot Vote</td>
<td>12/2020</td>
<td></td>
</tr>
<tr>
<td>Construction (NTP)</td>
<td>01/07/21</td>
<td>06/21/22</td>
</tr>
</tbody>
</table>