

**Town of Newbury  
Building Project Construction Committee Friday July 19, 2019  
7:00A.M., at Town Hall**

Please find the attached pdf of documents to be distributed at Friday's construction committee meeting. The following documents have been attached.

1. Public notice of meeting 7-19-19;
2. Agenda;
3. June 21, 2019 meeting summary draft pending committee review/approval;
4. CTX 6-21-19-17-19 meeting notes;
5. Vertex 6-21-19 meeting notes;
6. Vertex 6-21-19 "recommendation for payment, CTX invoice dated 6-5-19;
7. Public meeting update regarding local approvals/permitting  
(Tuesday 7-16-19 & Wednesday, 7-17-19)
8. Project open items 7-19-19 under review;
9. Committee memo to planning Board 6-20-19 in response to J. Moran communication;
10. CTX-TCS communication- com tower relocation 6-21-19;
11. Chief Reilly-BOS grant request letters to MEMA 6-25-19, 7-3-19;
12. Town counsel opinion on site easement; 6-25-19;
13. JJS, P.E., communication to town planner, 7-11-19;
14. National grid service request form-load sheet-email 7-16-19;
15. Police Department storage solutions;
16. Committee draft memo to BOS regarding town hall advisory committee, 7-19-19;
17. Schedule of probable costs 7-19-19 pending CD cost estimate;
18. Project schedule (no change);
19. Communications;

Respectfully submitted,

Bob Connors



**PUBLIC NOTICE POSTING REQUEST  
TO OFFICE OF TOWN CLERK**

Email: [townclerk@townofnewbury.org](mailto:townclerk@townofnewbury.org)

Fax: 978-572-1228

BOARD/COMMITTEE/ORGANIZATION:

**POLICE STATION BUILDING PROJECT**  
**CONSTRUCTION COMMITTEE**

☒ MEETING

☐ PUBLIC HEARING

DAY of WEEK/DATE: **FRIDAY July 19, 2019** TIME (AM/PM): **7:00 A.M.**

ADDRESS: ☒ Newbury Municipal Offices, 12 Kent Way, Byfield, MA 01922

ROOM: ☒ 2<sup>nd</sup> Floor Hearing Room

PURPOSE: GENERAL BUSINESS

SUBMITTED BY: ROBERT CONNORS,  
chairman.

All meeting notices must be filed and time stamped in the Town Clerk's office and posted on the municipal bulletin board 48 hours prior to the meeting in accordance with MGL Ch. 30A, § 18-25.

This may not include Saturdays, Sundays or legal holidays.

Newbury Municipal Offices are open Mon., Wed., Thurs. 8-4 and Tuesday from 8-7, closed Fridays.

Faxed or Emailed postings must reach the Clerk's office during business hours 48 hours prior to the meeting.

MEETING NOTICES WILL ALSO BE POSTED ON THE TOWN WEBSITE ([www.townofnewbury.org](http://www.townofnewbury.org))

**Agenda:**

Call to order

- 1) Review of June 21, 2019 meeting summary;
- 2) Context Architects (Jeff Shaw) update;
- 3) Update of project schedule, all phases;
- 4) Review estimate of probable costs;
- 5) Update-local permitting-approvals;
- 6) Communications;
- 7) Citizen's concerns;
- 8) Next meeting date;

Adjourn

Note: The matters listed above are those reasonably anticipated by the Chair to be discussed at the meeting. This Agenda may be updated or revised after initial posting.

Not all items listed may in fact be discussed, and other items not listed may be brought up for discussion to the extent permitted by law.

**Town of Newbury  
Building Project Construction Committee  
Police Station/Town Hall Project**

**MINUTES**

DATE: June 21, 2019

**Approved:** \_\_\_\_\_

**Building Committee Members Present:**

Bob Connors	Chair
Eric Svahn	Vice-Chair
John Kellar	Secretary

**Building Committee Members Not Present:**

**Others Present:**

Michael Reilly	Police Chief, Town of Newbury
Jeff Shaw	Principal, Context Architecture (CTX)
Kevin Heffernan	Owner's Project Manager Vertex (VTX)

**Others Not Present"**

Zol Tonic	Project Manager, Context Architecture (CTX)
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The meeting was opened at 7:03 a.m.

**1. Meeting Minutes from June 21,2019**

Reviewed items from Context



**NEWBURY POLICE STATION & TOWN HALL PROJECT  
MEETING NOTES – Building Construction Committee – 6.21.2019**

**Building Committee Members Present:**

Bob Connors	Chair
Eric Svahn	Vice Chair
John Kellar	Secretary
Michael Reilly	Police Chief, Town of Newbury
Kevin Heffernan	Owners Project Manager, Vertex (VTX)
Jeff Shaw	Principal, Context Architecture (CTX)

Building Committee Members Absent:

Distribution:

All attendees plus:

Zel Toncic

Craig Johnson

Project Manager, Context Architecture (CTX)

Context Architecture (CTX)

File: 1714.00: 02: 2.2

Bob reviewed the Building Committee handout documents for this week's meeting.

Meeting minutes and CTX meeting notes were accepted as submitted.

The CTX invoice was voted on and accepted.

The committee discussed the joint session of the Planning Board and the Conservation Commission that occurred on Wed. June 12 and the individual hearings that occurred on June 18 & 19<sup>th</sup>. In general, the project was very favorably received, and the comments pertained to details. The project engineering team has responded to all the technical comments made by the Town's peer reviewer and the commission members. Eric is researching to determine if there is any documentation of the easement noted on the survey; the Board of Selectmen will ultimately address this item. Additional comments:

- Storm water system is required to handle the 100-year storm, but the system can actually accommodate a 200 year storm event.
- Snow storage has now been more clearly indicated
- The elevation of the wetland and pond is well below the storm water system and will not back up into the site
- Knotweed will be dealt with on the Police station site and the Town will receive a specification indicating the methods that should be used to eradicate it which can be given to the abutters.
- Both the Planning Board and Conservation Commission hearings were continued to July (17 & 16<sup>th</sup> respectively).
- The Committee believes that both boards will approve the project and will be using the time before the hearings to write up the decision
- CTX advised Bob and Eric to confirm that the decisions will make allowances for the project alternatives that are being incorporated.

The project team has now completed the 50% Construction Document set, four copies of which were left with the committee (reduced to fit on 11x17). CTX to send out digital copies.

Newbury Police Station/Town Hall

KH has contacted the Tower vendor and requested designs for the project that can be shared with the structural engineer.

KH will work with CTX to organize a meeting with the project engineer to cover IT, Phone, Radio and security items with Police and other Town vendors and staff.

The Town's hardware standard will be confirmed by KH and provided to CTX (Bob has already provided the basic outline which CTX has given to their hardware consultant)

JS confirmed that the Town has provided the front-end contract document.

Chief Reilly to provide to the BOS a letter requesting the Town pursue a grant opportunity for the generator.



CTX provided the list of testing and commissioning required. CTX will follow up with specification sections on materials and envelope testing as well as MEP commissioning so that Vertex can provide to vendors.

The team discussed the DD construction cost estimate which CTX provided at the meeting. The current estimate is at \$580/ SF not including alternates. The electrical line item is running significantly higher than anticipated at \$90/SF. CTX believes this should be closer to \$60/SF. However, JS noted that the line item currently includes all of the project security costs which equal about \$14/SF and the Town's budget currently includes a line item for security which can now be zeroed out. CTX will provide an updated project estimate next week once the project engineer is able to confirm the scope with the estimator.

The project alternates were discussed, and it was decided that the elevator alternate will include only the elevator itself, the base bid will include the rated shaft and all other items associated with making provisions for the elevator (HVAC, electrical, etc.).

The Committee decided that the project scope should include unit prices for earthwork related items and that the contractor should own all testing and removal of soils off site with the understanding that the existing soils are not "clean".

CTX to confirm if a flow test has been performed.

CTX to update the project schedule, adding 1 more week to the filed sub bidding period and including meetings with the BOS and the Building Committee after receipt of bids. The notice to proceed should occur after Town Meeting.

Some discussion with the public attendees proceeded until the meeting was adjourned.

The next meeting of the committee with CTX will be on Friday, July 19, 2019 at 7am.



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## 2. Review items from Vertex

**VERTEX**



### MEETING NOTES

**PROJECT:** Newbury Police  
**MEETING** June 21, 2019  
**DATE:**  
**MEETING** Meeting 06  
**No:**  
**LOCATION:** Town Hall, Newbury, MA  
**SUBJECT:** Building Committee Meeting – Design update meeting  
**ISSUED BY:** Kevin Heffernan – VERTEX

NAME	ABBREVIATION	AFFILIATION	STATUS
Jeff Shaw	JS	Context	Present
Zeljko Tonic	ZT	Context	<b>Absent</b>
Mike Reilly	MR	Newbury Police Chief	Present
Bob Connors	BC	Committee Member - Chair	Present
Eric Svahn	ES	Committee Member – Vice-Chair	Present
John Kellar	JK	Committee Member - Secretary	Present
Kevin Heffernan	KH	The Vertex Companies, Inc	Present

ITEM No.	DISCUSSION	ACTION BY:
2019-1-7	BC - MEETING CALLED TO ORDER AT 7:03AM	
2019-2-7	<p>APPROVAL OF MEETING NOTES/INVOICES/SUMMARY – JK MADE A MOTION TO APPROVE MEETING NOTES FROM MAY 17, 2019 MEETING, ES 2<sup>ND</sup> THE MOTION AND APPROVED 3-0.</p> <p>JK MADE MOTION TO APPROVE CONTEXT INVOICE 00013 IN THE AMOUNT OF \$28,800. 2<sup>ND</sup> BY ES, VERTEX TO PREPARE RECOMMENDATION LETTER.</p> <p>PUBLIC MEETING UPDATES – BC ATTENDED THE PLANNING BOARD MEETING WHERE PEER REVIEW WAS DISCUSSED AND LETTER WAS PROVIDED ON JUNE 2, 2019 AND A RESPONSE WAS PROVIDED ON JUNE 17, 2019 BY JOSEPH J. SERWATKA, P.E.</p> <p>KH PROVIDED A CASH FLOW UPDATE FOR THE TOWN AND GAVE IT TO BC.</p> <p>ES ATTENDED THE CONSERVATION COMMISSION MEETING AND PROVIDED AN UPDATE. ES WOULD LIKE TO MAKE THE PD BUILDING AS VISIBLE AS POSSIBLE FROM THE STREET. DISCUSSION WAS ALSO HELD ON THE BUFFER BETWEEN THE PD AND FD BUILDINGS AND IT WAS DECIDED THAT THERE SHOULD NOT BE A BUFFER BETWEEN THE BOTH NOW. ES ALSO DISCUSSED WITH JS THE CURRENT DRAINAGE STRUCTURES AND THEIR ABILITY TO HANDLE A 200 YEAR STORM AND AS THEY ARE NOW, THE STRUCTURES WOULD NEED, IF REQUIRED, TO HAVE THE COVERS ALTERED. ES ALSO STATED THAT WE NEED TO KEEP AN EYE ON A CURRENT JAPANESE EVASIVE GRASS THAT SEEMS TO BE ON BOTH THE CURRENT PROPERTY AND THE NEIGHBORS. BC SAID THAT WE NEED TO FOCUS ON THE PD PROPERTY AND ES STATED THAT THE SPECIFICATIONS NEED TO ADDRESS HOW TO REMOVE AND DISPOSE OF IT. NEXT PUBLIC HEARING IS JULY 16, 2019. BC ASKED ES WHEN HE THINKS THE PUBLIC HEARING WILL BE CLOSED AND THE “ORDER OF CONDITIONS” WILL BE ISSUED.</p>	

2019-3-7 ***Police Station Design Update***

- JS presented an updated drawing package to the committee and is now getting ready to start Design Development documents. JS stated that the new drawings will have the alternates and that the new estimate will also consider the alternates.

**Site Plan**

- ES asked that Context look at possibly removing the large tree in front of the police station so that we can get a better look of the building from the street.
- ZD presented a planting design and BC and ES discussed possible planting with alternate for trees and shrubs.

2019-4-7 ***Budget***

- JS stated that the new estimate will also carry money for potential alternates.
- BC asked Vertex to get a schedule and cost update from Todd Williams and TCS. Original estimate from TCS was approved at \$3,800.

2019-5-7 ***Estimate***

Context

- JS provided a new project DD estimate on June 11<sup>th</sup>. Construction costs appear to be around \$5.655 million and at a square footage cost of \$581

2019-6-7 ***Schedule***

Context

- Context provided an updated June schedule that reflects the next conservation commission hearing to be July 16<sup>th</sup> and the next site plan review hearing to be July 17<sup>th</sup>. Next BC meeting to be July 19<sup>th</sup>. Bidding dates to be changed to reflect new dates of:
  - Ad to Central register – August 22<sup>nd</sup>
  - Documents ready – August 28<sup>th</sup>
  - File Sub bids due – September 19<sup>th</sup>
  - GC bids due – October 3<sup>rd</sup>
  - BC meeting – October 4<sup>th</sup>
  - Fall Town Meeting – October 22<sup>nd</sup>

2019-7-7 *New Business –*

Newbury

- KH to schedule a meeting with the PD Chief, Context, TCS and Town vendors for the Radio tower and needs of everyone
- KH to meet the Police Chief and Town Hardware vendor to discuss the new PD
- KH to get committee a cost for building commissioning and soil, concrete and steel testing
- BC asked MR to provide draft letter to the BOS on what FEMA/NEMA need or can provide
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- JS stated that he will place building security back on the Electrical contractor.
- BC asked if we should have the elevator shaft and power as part of the original construction cost and add the actual elevator equipment as the alternate. JS to respond

Vertex

#### **Open Mic**

- Public input was a discussion on generator size and location and cost for items in the budget.

2019-8-7 *Site work*

- Closed until construction begins

2019-9-7 Meeting adjourned – BC entertained a motion to adjourn the meeting from ES and 2<sup>nd</sup> by BC, vote was 3-0 at 8:42am.

**NEXT MEETING:** The next Newbury Police and Town Hall Building Committee Meeting is scheduled for **July 19** at 7am.

#### **ATTACHMENTS:**

*The above represents the author's recollection of the issues discussed and agreements made. Please notify the author of any errors or omissions within 1 week of issuance, otherwise this record shall stand as an accurate representation of the meeting.*



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**NEXT MEETING: July 19, 2019, 7:00 AM**

**Meeting Adjourned, 8:42 AM**

Respectfully submitted,

John W. Kellar, III  
Building Project Construction Committee Secretary/Clerk

**NEWBURY POLICE STATION & TOWN HALL PROJECT**  
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## VERTEX®

Vertex Environmental Services, Inc.  
Vertex Environmental Insurance Services, Inc.  
Vertex Construction Services, Inc.  
Vertex International Services  
Vertex Air Quality Services, LLC  
Vertex Ingenieros Consultores, S. de R.L. de C.V.

Corporate Headquarters  
400 Libbey Parkway  
Weymouth, MA 02189  
www.vertexeng.com  
p: 781.952.6000  
f: 781.335.3543

June 21, 2019

Mr. Robert Connors – Town of Newbury – Building Committee Chairman  
12 Kent Way  
Byfield, MA 01922

RE: Town of Newbury – Police Station – Context Architecture Invoice 00013 Dated June 5, 2019:

Dear Mr. Connors:

Please find attached Context's Invoice 00013 dated June 5, 2019 in the amount of \$28,800.00.

**Vertex has reviewed the Invoice 00012 and recommends payment in the amount of \$28,800.00**

Should you have any questions regarding this information, please do not hesitate to contact us.

Very truly yours,  
The Vertex Companies, Inc.



Kevin J. Heffernan  
Owners Project Manager for the Town of Newbury

Total Contract Phase 1 & 2	\$	551,000.00
Fire Station Study	\$	18,000.00
Amendment 1 - Combine program study	\$	8,000.00
Amendment 2 - Combined facility version	\$	5,000.00
Amendment 3 - Revised Schematic Design	\$	38,000.00
Revised contract	\$	620,000.00
Less Total Paid to Date ( )	\$	-
Less this Recommendation	\$	28,800.00
Balance to Finish	\$	-
Approved By Robert Connors (Signature)		Date



Environmental



Construction



Air Quality



Energy

context

ARCHITECTURE

Town of Newbury  
Tracy Blais  
Town Administrator/Procurement Officer  
12 Kent Way, Suite 200  
Newbury, MA 01922

Invoice number 00013  
Date 06/05/2019

Project 1714.00 NEWBURY POLICE STATION

Professional Services: May 1, 2019 to May 31, 2019

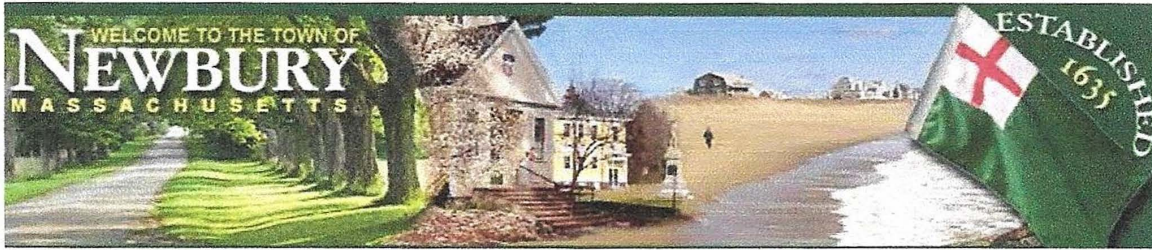
Architectural Services Provided: Continue Design Development.

Description	Fee	Percent Complete	Prior Billed	Earned	Current Billed
Kick off meeting/Goals/Space Needs	15,000.00	100.00	15,000.00	15,000.00	0.00
Site Review/SDesign/Probable Cost & Public Meeting	50,000.00	100.00	50,000.00	50,000.00	0.00
Design Development	96,000.00	90.00	57,600.00	86,400.00	28,800.00
Regulatory Approvals	40,000.00	0.00	0.00	0.00	0.00
Construction Documents	154,000.00	0.00	0.00	0.00	0.00
Bidding	10,000.00	0.00	0.00	0.00	0.00
Construction Administration	186,000.00	0.00	0.00	0.00	0.00
Amendment 1: Fire Station Space Needs Study	18,000.00	100.00	18,000.00	18,000.00	0.00
Amendment 2: Revise Space Needs Prog. & Budget	3,000.00	100.00	3,000.00	3,000.00	0.00
Amendment 2: Concept Design Drawings	5,000.00	100.00	5,000.00	5,000.00	0.00
Amendment 3: Combined Town Hall & Police Facility	5,000.00	100.00	5,000.00	5,000.00	0.00
Amendment 4: Schematic Design 2	38,000.00	100.00	38,000.00	38,000.00	0.00
Total	620,000.00	35.55	191,600.00	220,400.00	28,800.00

Invoice total 28,800.00

cc: kheffeman@vertexeng.com

need letter



**Town of Newbury**  
**Building Project Construction Committee**  
**7-19-19 Open items**

Team,

Open items carried over from the 6-21-19 meeting;

1. Chief, can you provide an update on MEMA FEMA Seabrook grants/draft letter copy on the gen set and com tower; complete, draft letter attached;
2. Chief/Kevin, status of TCS drawings/specifications for com tower; **outstanding**;
3. Kevin, can you review the current costs for commissioning & testing and provide a revised schedule of costs anticipated; **outstanding**;
4. Kevin, can you prepare 6-21-19 meeting notes by tonight; complete;
5. Kevin, status of Zel's email request dated of 6-3-19 for a coordination meeting with The Town's Vendor(s) regarding the IT systems and Radio communication systems with regards to system design requirements as well as the Structural Design impacts to our building from the Radio Tower being designed. Our Structural Engineer will need impact loads as well as foundation design requirements soon, in order to incorporate any structural connections and/or details required for the eventual construction of the Antenna Tower by the Town's Vendor. Please notify the vendor(s) and copy us so that we may coordinate with them directly. **Outstanding**;
6. Kevin, can you confirm town/PD hardware standards; **Outstanding**;
7. Jeff, can you provide and update on local permitting and approvals with projected filing dates; **complete**;
8. Jeff/Zel, status of updated CD cost estimate and plan set completion; **Outstanding**;
9. JR Tracy, can you review/consider waiving all permitting/application costs for this project and provide what the formal approach for these requested waivers; **complete**;
10. John & Eric, can you review, update and prioritize any potential alternate items that can be included without jeopardizing issuance of occupancy permit. **complete**;
11. Jeff, status of draft contract with town counsel; **complete**;
12. Tracy/Martha, status of parking easement identified; **complete**, town counsel opinion attached;
13. Eric, conservation commission update/status; **final approval granted 7-16-19**;
14. RDC, planning board update/status; **final approval to be granted 7-17-19**;
15. TON, Water main flow/pressure testing for fire protection design; **outstanding**;



## **List of required testing for the project:**

### SITE Prep WORK:

1. Observation of Ground Improvement Elements (grouted and un-grouted);
2. Vibration monitoring during installation of ground improvement;
3. Observation of the load testing;
4. Observation of footing bearing surfaces preparation;
5. Observation of slab-on-grade subgrade preparation;
6. Observation of placement of compacted structural fill and in-place density testing.

.....***As required, by independent testing agency***

### STRUCTURAL

1. Soils and Foundation testing
2. Cast-in-Place Concrete testing
3. Masonry testing
4. Structural Steel testing
5. Wood Framing

.....***All the above by independent testing agency***

### PLUMBING:

1. Pressure test all piping systems (per MA Plum Code). ***By plumber***
2. Chlorination of domestic water piping (per MA Plum Code). ***By plumber and site contractor***
3. Start-up report for domestic water heater. ***By plumber***

### FIRE PROTECTION:

1. Flushing & pressure test all piping (interior & exterior) per NFPA 13 ***by FP sub***

### MECHANICAL:

1. Testing & Balancing Report for all Furnace AHU units including supply and return and Exhaust Air systems. ***By HVAC or independent***
2. Manufacturer's start-up report for all Split System gas fired furnaces and associated air cooled condensing units.
3. Manufacturer's start-up report for ductless cooling unit heat pump AC units. (Items above would be responsibility of the HVAC Sub Contractor.
4. *Due to the smaller building size and corresponding HVAC cooling / heating sizes, Independent commissioning service would not be a code requirement (see Attached 2015 IECC code excerpt).*
5. However, for optimum system performance the Owner could opt to hire an independent Commissioning Agent to oversee the project system commissioning.

.....***AGREE***

### ELECTRICAL:

1. Required electrical systems to be tested would be the Fire Alarm System which requires an NFPA72 test report that is provided by the installing contractor.
2. And the Emergency Generator which requires an NFPA 101 generator test report also provided by the emergency generator.

## **Hardware standards for Town or the Police Dept.**

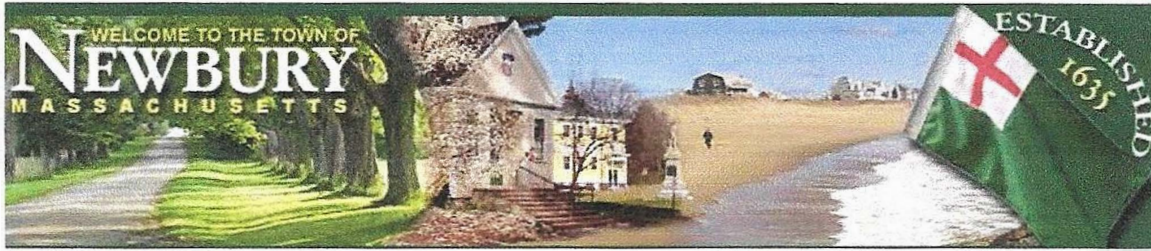
- Locksets: \_\_\_\_\_

- Key System: \_\_\_\_\_

- Closers: \_\_\_\_\_

- Panic Hardware: \_\_\_\_\_

Before we produce the final Hardware Spec. we want to be sure we are not specifying anything that doesn't match.



**Town of Newbury  
Building Project Construction Committee**

June 20, 2019

Martha Taylor, Planner  
Town of Newbury, Planning board  
12 Kent Way  
Byfield, MA 01922

RE: construction committee response to Jim Moran communication;

Dear Martha

The committee thoroughly reviewed site placement back at the January 25<sup>th</sup> meeting in which site plan options (perpendicular and parallel) to Morgan Ave were considered. The committee chose the perpendicular option which maximized the number of parking spaces and reduced parking/traffic flow along the residential property line. Both options were presented to the neighbors via Mike Doyle as the neighborhood liaison with our selection of the current building (perpendicular) location. The neighborhood was favorable on the perpendicular site placement with one suggestion; use landscape/trees as a buffer v. fencing.

**No concerns/comments were offered at the meeting on our selection.**

At the April 23<sup>rd</sup> Annual Town meeting, the committee provided an update (seven page handout including proposed site plan) on the proposed building location/orientation, 3 options on exterior finishes and proposed site plan. Town meeting voted on option #1 with an overwhelming 95% favorable vote. Again no comments or concern was raised at town meeting.

I have attached a copy of ATM handout and reference to town meeting approval of the plan set, site plan currently before the planning board and conservation commission. The proposed height complies with zoning and comparative to the Woodbridge school which is within the local neighborhood. Also, the lot is low lying compared to all residential lots.

The community as a whole (town meeting vote on option #1) and the neighborhood have been involved and informed on the current proposal without raising any concern during the process. Too delay the approval process on the basis of last minute email from Jim Moran (Jim has had multiple previous opportunities to express his concerns) only threatens the schedule and exposes the community to added construction costs and delay at a time when the voters of Newbury require action and made their choice clear at the annual town meeting.

I would suggest that the planning board and conservation commission should address the plan set as submitted and give great weight to the vote/wishes of town meeting.

Respectfully submitted,

Bob Connors,

Chairman, Newbury police building project construction committee



## Bob Connors

---

**From:** Zeljko Tonicic <ztoncic@contextarc.com>  
**Sent:** Friday, June 21, 2019 9:53 AM  
**To:** Bob Connors; Eric Svahn; John Kellar; kheffernan@vertexeng.com  
**Cc:** Jeff Shaw  
**Subject:** Revised Project Schedule and Antenna Tower Update  
**Attachments:** 2019.06.21\_1714.schedule.v11.pdf

To All,

Please find attached the updated Project Schedule and not the following:

I've spoken to Kevin and Todd Williams from TCS communications regarding the Tower design:

1. It will be very similar to the Salisbury one that I had sent out before.
2. Due to the height, Todd recommends not having it on the eave side of the building, but on the gable end, so that there is maximum height of attachment possible ( ridge height is 40+ feet ).
3. Based on the design of the tower and the way the brackets work, he thinks that bracing it on two sides (in the current location shown) will not work.
4. We will get the additional information he has on the Salisbury tower (issued for construction) to pass on to our engineer for their review.
5. We will be coordinating to schedule a meeting with all parties regarding the communications and IT requirements for the next week or two.

Please let me know if you have any questions or concerns.

Thanks,  
Zel

ZELJKO TONCIC, AIA, LEED AP  
PROJECT MANAGER

**context** ARCHITECTURE

68 HARRISON AVENUE BOSTON, MA 02111

TEL 617 423 1400 X 26 [WEB CONTEXTARC.COM](http://www.contextarc.com)

[TWITTER](#) | [FACEBOOK](#)

DONHAM & SWEENEY IS NOW **CONTEXT** ARCHITECTURE

## Bob Connors

---

**From:** Zeljko Tonicic <ztoncic@contextarc.com>  
**Sent:** Wednesday, June 19, 2019 1:36 PM  
**To:** Bob Connors; Eric Svahn; John Kellar  
**Cc:** Jeff Shaw  
**Subject:** Antenna Tower Design Issue  
**Attachments:** Sample Tower Design.pdf

Hi Gents,

I realize I may be barking up the wrong tower here....but:

We really need the design loads and design parameters for the proposed Antenna Tower ASAP.

In order to avoid potential problems later we need the information now.

Attached is a sample antenna design from Salisbury in 2015. Ours may be quite similar.

Our Structural Engineer needs this information ASAP to make any modifications to the structure that may be needed.

Please follow up on this matter with the parties involved.

Thanks,

Zel

ZELJKO TONCIC, AIA, LEED AP  
PROJECT MANAGER

**context** ARCHITECTURE

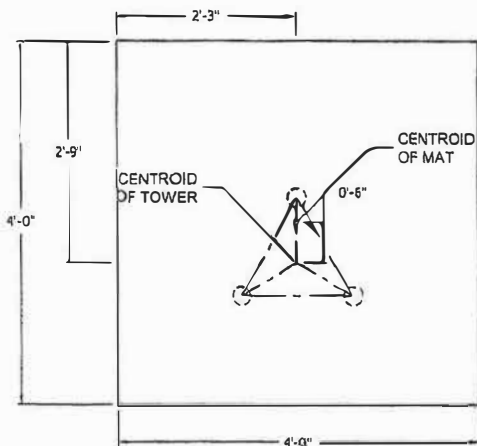
68 HARRISON AVENUE BOSTON, MA 02111

TEL 617 423 1400 X 26 WEB CONTEXTARC.COM

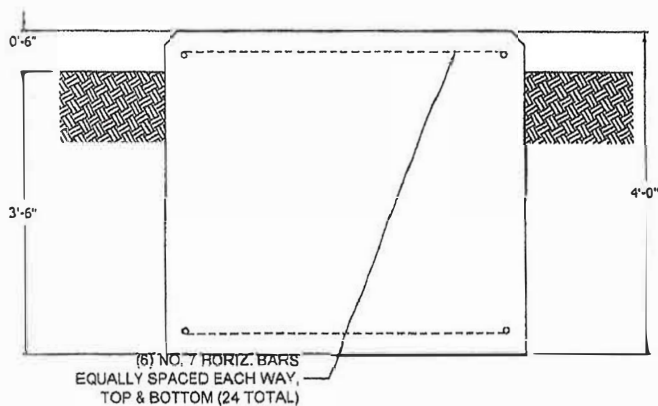
TWITTER | FACEBOOK

DONHAM & SWEENEY IS NOW **CONTEXT** ARCHITECTURE





PLAN VIEW



ELEVATION VIEW

**FACTORED REACTIONS**

Maximum O.T.M = 16.13 FT-K  
 Total Tower Wt = 1.93 KIPS  
 Total Shear = 1.00 KIPS  
 Max. Shear/Leg = 0.20 KIPS  
 Max. Ten./Leg = 12.70 KIPS  
 Max. Comp./Leg = 13.81 KIPS

**CONCRETE VOLUME**

PAD = 2.4 cu.yds.

**GENERAL NOTES**

- FOUNDATION DESIGN HAS BEEN DEVELOPED IN ACCORDANCE WITH GENERALLY ACCEPTED PROFESSIONAL ENGINEERING PRINCIPLES AND PRACTICES WITHIN THE LIMITS OF THE SUBSURFACE DATA PROVIDED. FOUNDATION DESIGN MODIFICATIONS MAY BE REQUIRED IN THE EVENT THE FOLLOWING DESIGN PARAMETERS ARE NOT APPLICABLE FOR THE SUBSURFACE CONDITIONS ENCOUNTERED.
  - ULTIMATE SOIL BEARING PRESSURE AT 3.5 FT DEPTH = 5,000 PSF.
  - GROUND WATER TABLE IS AT OR BELOW FOUNDATION DEPTH.
  - MAXIMUM FROST PENETRATION DEPTH LESS THAN FOUNDATION DEPTH.
- WORK SHALL BE IN ACCORDANCE WITH LOCAL CODES, SAFETY REGULATIONS AND UNLESS OTHERWISE NOTED, THE LATEST REVISION OF ACI 318, "BUILDING CODE REQUIREMENTS FOR REINFORCED CONCRETE". PROCEDURES FOR THE PROTECTION OF EXCAVATIONS, EXISTING CONSTRUCTION AND UTILITIES SHALL BE ESTABLISHED PRIOR TO FOUNDATION INSTALLATION.
- CONCRETE MATERIALS SHALL CONFORM TO THE APPROPRIATE STATE REQUIREMENTS FOR EXPOSED STRUCTURAL CONCRETE.
- PROPORTIONS OF CONCRETE MATERIALS SHALL BE SUITABLE FOR THE INSTALLATION METHOD UTILIZED AND SHALL RESULT IN DURABLE CONCRETE FOR RESISTANCE TO LOCAL ANTICIPATED AGGRESSIVE ACTIONS. THE DURABILITY REQUIREMENTS OF ACI 318 CHAPTER 4 SHALL BE SATISFIED BASED ON THE CONDITIONS EXPECTED AT THE SITE. AS A MINIMUM, CONCRETE SHALL DEVELOP A MINIMUM COMPRESSIVE STRENGTH OF 4,500 PSI IN 28 DAYS.
- MAXIMUM SIZE OF AGGREGATE SHALL NOT EXCEED SIZE SUITABLE FOR INSTALLATION METHOD UTILIZED OR 1/3 CLEAR DISTANCE BEHIND OR BETWEEN REINFORCING. MAXIMUM SIZE MAY BE INCREASED TO 2/3 CLEAR DISTANCE PROVIDED WORKABILITY AND METHODS OF CONSOLIDATION SUCH AS VIBRATING WILL PREVENT HONEYCOMBS OR VOIDS.
- REINFORCEMENT SHALL BE DEFORMED AND CONFORM TO THE REQUIREMENTS OF ASTM A615 GRADE 60 UNLESS OTHERWISE NOTED. SPLICES IN REINFORCEMENT SHALL NOT BE ALLOWED UNLESS OTHERWISE INDICATED.
- WELDING IS PROHIBITED ON REINFORCING STEEL AND EMBEDMENTS.
- MINIMUM CONCRETE COVER FOR REINFORCEMENT SHALL BE 3 INCHES (76 MM) UNLESS OTHERWISE NOTED. APPROVED SPACERS SHALL BE USED TO INSURE A 3 INCH (76 MM) MINIMUM COVER ON REINFORCEMENT.
- FOUNDATION DESIGN ASSUMES STRUCTURAL BACKFILL TO BE COMPACTED IN 8 INCH (200 MM) MAXIMUM LAYERS TO 95% OF MAXIMUM DRY DENSITY AT OPTIMUM MOISTURE CONTENT IN ACCORDANCE WITH ASTM D698. ADDITIONALLY, STRUCTURAL BACKFILL MUST HAVE A MINIMUM COMPACTED UNIT WEIGHT OF 100 POUNDS PER CUBIC FOOT (16 KN/M<sup>3</sup>).
- FOUNDATION DESIGN HAS BEEN BASED ON GEOTECHNICAL REPORT NO. 13014.05 DATED 1/2015 BY PARE CORPORATION.
- FOUNDATION DEPTH INDICATED IS BASED ON THE GRADE LINE DESCRIBED IN THE REFERENCED GEOTECHNICAL REPORT. FOUNDATION MODIFICATION MAY BE REQUIRED IN THE EVENT CUT OR FILL OPERATIONS HAVE TAKEN PLACE SUBSEQUENT TO THE GEOTECHNICAL INVESTIGATION.
- FOUNDATION DESIGN ASSUMES LEVEL GRADE AT STRUCTURE SITE.
- FOUNDATION DESIGN ASSUMES THE RECOMMENDATIONS IN THE REFERENCED GEOTECHNICAL REPORT CONCERNING VERIFICATION OF SUBSURFACE CONDITIONS ARE IMPLEMENTED PRIOR TO PLACEMENT OF CONCRETE.
- FOUNDATION INSTALLATION SHALL BE SUPERVISED BY PERSONNEL KNOWLEDGEABLE AND EXPERIENCED WITH THE PROPOSED FOUNDATION TYPE. CONSTRUCTION SHALL BE IN ACCORDANCE WITH GENERALLY ACCEPTED INSTALLATION PRACTICES.
- FOUNDATION DESIGN ASSUMES INSTALLATION PROCEDURES WILL INCORPORATE THE PROCEDURES RECOMMENDED IN THE REFERENCED GEOTECHNICAL REPORT.
- FOUNDATION DESIGN ASSUMES FIELD INSPECTIONS WILL BE PERFORMED TO VERIFY THAT CONSTRUCTION MATERIALS, INSTALLATION METHODS AND ASSUMED DESIGN PARAMETERS ARE ACCEPTABLE BASED ON CONDITIONS EXISTING AT THE SITE.
- FOR FOUNDATION AND ANCHOR TOLERANCES SEE ANCHOR BOLT LAYOUT DRAWING.
- LOOSE MATERIAL SHALL BE REMOVED FROM BOTTOM OF EXCAVATION PRIOR TO CONCRETE PLACEMENT. SIDES OF EXCAVATION SHALL BE ROUGH AND FREE OF LOOSE CUTTINGS.
- CONCRETE SHALL BE PLACED IN A MANNER THAT WILL PREVENT SEGREGATION OF CONCRETE MATERIALS, INFILTRATION OF WATER OR SOIL AND OTHER OCCURRENCES WHICH MAY DECREASE THE STRENGTH OR DURABILITY OF THE FOUNDATION.
- CONCRETE PREFERABLY SHALL BE PLACED AGAINST UNDISTURBED SOIL. WHEN FORMS ARE NECESSARY, THEY SHALL BE REMOVED PRIOR TO PLACING STRUCTURAL BACKFILL.
- TOP OF FOUNDATION OUTSIDE LIMITS OF ANCHOR BOLTS SHALL BE SLOPED TO DRAIN WITH A FLOATED FINISH. AREA INSIDE LIMITS OF ANCHOR BOLTS SHALL BE LEVEL WITH A SCRATCHED FINISH.
- EXPOSED EDGES OF CONCRETE SHALL BE CHAMFERED 3/4" X 3/4" (19MM X 19MM) MINIMUM.

NOTE: SEE STRUCTURE ASSEMBLY DRAWING FOR FOUNDATION LAYOUT AND ANCHORAGE EMBEDMENT DRAWING NUMBER.

FILE NO.	Q15-10414-2
REVISIONS	
REV.	DESCRIPTION
DWN	CHK
AP	

**PRELIMINARY  
NOT FOR CONSTRUCTION**

**ROHN®**  
PRODUCTS, LLC

PO BOX 5999  
PEORIA, IL 61601-9999  
TOLL FREE 800-727-ROHN

THIS DRAWING IS THE PROPERTY OF ROHN. IT IS NOT TO BE REPRODUCED, COPIED OR TRACED IN WHOLE OR IN PART WITHOUT OUR WRITTEN CONSENT.

TCI COMMUNICATIONS CORPS.  
FOUNDATION DETAILS  
MAT FOUNDATION  
SALISBURY POLICE STATION

DWN:	SS	CHK'D:	DATE:	6-19-2015
ENG'R:	SS	SHEET #:	1 OF 1	
PRJ. ENG'R:		PRJ. MGR:		
DRAWING NO:	Q15-10414-2 FOUNDATION	REV:	0	





**Town of Newbury**  
Board of Selectmen  
12 Kent Way, Suite 101  
Byfield, MA 01922  
Phone: 978-465-0862 X301  
Fax: 978-572-1228

July 3, 2019

John Giarrusso, Jr.  
Planning and Nuclear Section Chief  
Massachusetts Emergency Management Agency  
400 Worcester Road  
Framingham, MA 01702

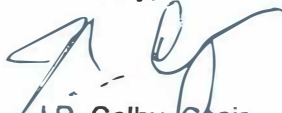
Dear Chief Giarrusso,

As you may be aware, the Town of Newbury is in the planning process for construction of a new police facility. The Newbury Emergency Management EOC is part of this new facility. The present design calls for the training room to double as the EOC when activated. It is accessible to all EOC personnel and is in instant access to the Emergency Communications Center. Our Nuclear preparedness capabilities will vastly improve with this new configuration. Police Chief Michael Reilly has recently forwarded an electronic version of the plans to Dave Rodham.

As MEMA is the conduit to the Seabrook Station, I am reaching out to you to coordinate negotiations with Seabrook Station to assist in defraying the costs of our communications tower and emergency generator. Further, we are inquiring about any grant opportunities through MEMA or FEMA that could help defray some costs. We are on an extremely tight budget and any financial assistance would have tremendous benefits to our project.

The Building Committee would also extend an invitation to your or your designee to attend a future Building Committee meeting to further discuss these matters. The Town of Newbury looks forward to hearing from you in the near future.

Sincerely,



J.R. Colby, Chair  
Board of Selectmen



MICHAEL A. REILLY  
Chief of Police  
25 High Road  
Newbury, MA 01951



ORI-MA 0052200



EMERGENCY: 911  
TEL: (978) 462-4440  
FAX: (978) 465-7582

John Giarrusso, Jr.,  
Planning and Nuclear Section Chief,  
Massachusetts Emergency Management Agency  
400 Worcester Road,  
Framingham, MA 01702

June 25, 2019

Chief Giarrusso,

As you may be aware, the Town of Newbury is in the planning process for construction of a new police facility. The Newbury Emergency Management EOC is part of this new facility. The present design calls for our training room to double as the EOC when activated. It is accessible to all EOC personnel and is in instant access to the Emergency Communications Center. Our nuclear preparedness capabilities will vastly improve with this new configuration. I have recently forwarded an electronic version of our plans to Dave Rodham.

As MEMA is our conduit to the Seabrook Station, I am reaching out to you to coordinate negotiations with Seabrook Station to assist in defraying the costs of our communications tower and emergency generator. Further, we are inquiring about any grant opportunities through MEMA or FEMA that could help defray some costs. We are on an extremely tight budget and any financial assistance would have tremendous benefits to our project.

The Building Committee would also extend an invitation to you or your designee to attend a future Building Committee meeting to further discuss these matters. I look forward to hearing from you in the near future.

Sincerely,

Michael A. Reilly, Police Chief/EMD  
Newbury Police Department



Mead, Talerman & Costa, LLC  
Attorneys at Law

30 Green Street  
Newburyport, MA 01950  
Phone 978.463.7700  
Fax 978.463.7747

[www.mtclawyers.com](http://www.mtclawyers.com)

TO: Tracy Blais, Town Administrator  
FR: Lisa L. Mead, Town Counsel  
RE: Morgan Avenue Police Station Property  
DA: June 25, 2019

Reference is made to the above captioned matter. In that connection you have requested my opinion with regard to what, if any, rights the Newbury Fire Company may possess in either Lot A or Lot B as shown on a plan entitled "Plan of Land in Newbury" dated January 29, 1986 and recorded in Plan Book 207 Plan 71 attached hereto as Exhibit A, the "Plan").

The Town purchased the land on Morgan Ave. formerly owned by the Newbury Fire Protection Company Number 2 in October, 2016 and which deed is located in Book 3532 Page 317 in the Essex South Registry of Deeds. (See Exhibit B) The parcels which are a part of that conveyance, essentially includes for ease of reference, the property shown as Parcel B2, Parcel A and the parcels upon which the Fire State is located on the Plan.<sup>1</sup>

Prior to this conveyance, the Newbury Fire Protection Company, by deed dated February 24, 1986 and recorded is said Registry at Book 8138 Page 390, conveyed what is shown as Parcel B on the Plan to the Town. In that same deed, the Fire Company reserved for itself an easement over Parcel B in order to be able to access their property which remained in the name of the Fire Company, including Parcel A and in order to park on Parcel B. This right runs with the land not with the then owner of the land.

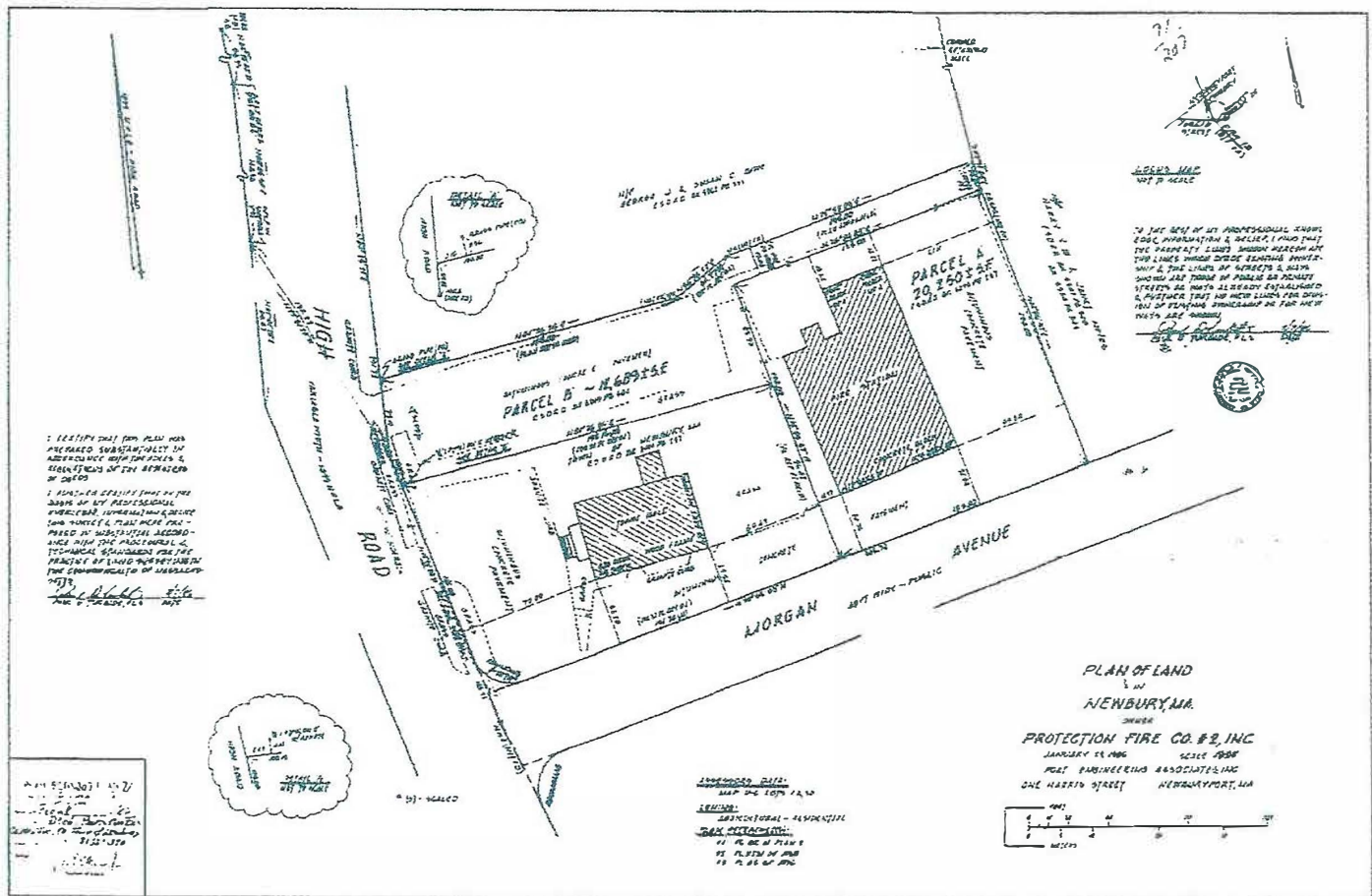
Once the Town obtained ownership of the Fire Protection Company property in 2016, it also obtained all of the prior right title and interest in the property once held by the Fire Company. As a result, the rights retained by the Fire Protection Company in the 1986 conveyance were now owned by the Town as the Town now possess all of the land formerly owned by the Fire Protection Company on the Plan as set forth more fully in the 2016 Deed.

As a result, the Fire Protection Company no longer has any rights in the land as shown on the Plan and/or conveyed in the 2016 Deed.

Should you require anything further, please let me know.

<sup>1</sup> I have attached the deed into the Town along with the accompanying referenced plans.

## EXHIBIT A



23  
PLAN  
SEE PL. 207  
PL. 171

PL. 207 P. 171 BOOK 8138 PAGE 390

QUITCLAIM DEED

The Protection Fire Company No. 2, Inc., a duly existing Massachusetts corporation with a usual place of business at Morgan Avenue, Newbury, Massachusetts,

IN CONSIDERATION OF Thirty Five Thousand and no/100 (\$35,000.00) Dollars

GRANTS TO the inhabitants of The Town of Newbury, Essex County, Massachusetts

WITH QUITCLAIM COVENANTS

A certain parcel of land containing approximately 12,689.00 square feet, more or less, and shown as Parcel B on a plan of land entitled "Plan of Land in Newbury, Massachusetts, Owner Protection Fire Company No. 2, Inc., dated January 29, 1986, by Port Engineering Associates, Inc." and recorded with Essex South District Registry of Deeds. Being more particularly described in a deed recorded in the Essex South District Registry of Deeds at Book 5209, Page 581.

The grantor reserves in itself an easement in perpetuity for the purpose of parking vehicles during social functions and for the grantor to pass and repass from High Road to appurtenant land owned by the grantor and shown as Parcel A on said plan of land entitled "Plan of Land in Newbury, Massachusetts, Owner Protection Fire Company No. 2, Inc. dated January 29, 1986, by Port Engineering Associates, Inc."

Executed as a sealed instrument this 24th day of February, 1986

<sup>FIRE</sup>  
PROTECTION COMPANY NO. 2, INC.

Thomas McArdle, President

Andre Theriault, Treasurer

THE COMMONWEALTH OF MASSACHUSETTS

Essex, ss.

Date: February 24, 1986

Then personally appeared the above-named Thomas McArdle and Andre Theriault as President and Treasurer of Fire Protection Company No. 2, Inc, and acknowledged the foregoing instrument to be their free act and deed and the free act and deed of the Protection Fire Company No. 2, Inc.

*[Signature]*  
Notary Public  
My commission expires:



NOV FEB 28 A 10 20 1



## **EXHIBIT B**

5

P.C.2

PLEASE RETURN TO:  
HEALEY, DESHAIES, GAGLIARDI & WOELFEL, PC  
BOX 54



SO. ESSEX #440 Bk:35352 Pg:317  
10/14/2016 01:15 DEED Pg 1/5

# MASSACHUSETTS QUITCLAIM DEED

PROPERTY ADDRESS: 3, 7 and 7R MORGAN AVENUE, NEWBURY, MA

Protection Fire Co. Number 2 a/k/a Protection Fire Co. #2 a/k/a Protection Fire Company Number 2 a/k/a Protection Fire Co. No. 2, a corporation duly organized and validly existing under the laws of the Commonwealth of Massachusetts with a mailing address of 3 Morgan Avenue, Newbury, MA 01951

for consideration paid, and in full consideration of One Hundred and Fifty-Four Thousand and Four Hundred and Forty-Six 00/100 (\$154,446.00) Dollars

grants to The Town of Newbury with a principal place of business at 12 Kent Way, Newbury, MA 01951

## with quitclaim covenants

the land together with the buildings thereon in Newbury, Essex County, Massachusetts, being bounded and described as follows:

**The Premises Known as: 3 Morgan Ave, Newbury, MA – Tax Assessor's Parcel U06-0-1**

### Parcel #1

Land in said Newbury, being Lots #5, 6 and 7 as shown on plan entitled "Montgomery Park," Sept. 1897, Frederick P. Hall, Surveyor, which plan is recorded in Essex South District Registry of Deeds in Book 1593, Page 1; see also Plan Book 11, Plan 3.

Said premises is also shown as Parcel 1 "Plan of Land" dated April 10, 1965, by H. F. McWilliams, Registered Land Surveyor, and recorded as plan 281 of 1965.

Meaning and intended to be the same lot of land described as "PARCEL 1" conveyed to Protection Fire Co. No. 2 by deed from Mary H. Graham dated May 21, 1965 and recorded on June 4, 1965 at the Essex South County Registry of Deeds at Book 5273, Page 237.

### Parcel #2

Beginning at the Northeasterly corner of Lot #4 (as shown on Plan of Montgomery Park referred to above);

Thence by other land of Mary H. Graham Northwesterly (53.93) feet to an iron post;

Thence by other land of said Graham Northeasterly (135) feet to another iron post;

Thence on an irregular line Southerly (48) feet more or less, by Parcel #3 (as shown on Plan 281 of 1965 and described below) to the rear boundary line of Lot #7 (as shown on said Plan of Montgomery Park);

Thence along a course generally Southwesterly by Lots #7, 6 and 5 (as shown on Plan of Montgomery Park) to the point of beginning.

Said parcel contains (6,000) square feet more or less.

Said premises is also shown as Parcel 2 "Plan of Land" dated April 10, 1965, by H. F. McWilliams, Registered Land Surveyor, and recorded as plan 281 of 1965.

Meaning and intended to be the same lot of land described as "PARCEL 2" conveyed to Protection Fire Co. No. 2 by deed from Mary H. Graham dated May 21, 1965 and recorded on June 4, 1965 at the Essex South County Registry of Deeds at Book 5273, Page 237.

#### Parcel #3

The land in said Newbury, Massachusetts, being Parcel #3 as shown on "Plan of Land" dated April 10, 1965, by H.F. MacWilliams, Registered Land Surveyor, recorded with said Registry of Deeds as Plan No. 281 of 1965.

Containing four hundred (400) square feet, more or less.

Being the same premises conveyed to the Grantor by deed of Carl H. Akeley dated May 21, 1965, and recorded with the Essex South District Registry of Deeds in Book 5273, Page 239.

#### Parcel #4

A certain parcel of land shown as Parcel "B2" on plan entitled "Plan of Land in Newbury, MA, Owner, Town of Newbury, MA, January 23, 1987, scale 1" = 20', Port Engineering Associates, One Harris Street, Newburyport, MA" recorded at Plan Book 227, Page 3. Said parcel comprising 2,025 square feet, more or less.

Meaning and intended to be the land described by deed recorded on June 24, 1987, and recorded with Essex South Registry of Deeds at Book 9043, Page 227.

#### **The Premises Known as: 7 Morgan Ave, Newbury, MA – Tax Assessor's Parcel U06-0-2**

#### Parcel #5

The land in said Newbury, with the buildings thereon, being Lots 8, 9, 10 and 11 as shown on a plan entitled "Montgomery Park, Newbury, Mass., September 1897, Fredrick P. Hall, Surveyor", which plan is recorded in Essex South District Registry of Deeds in Book 1593, Page 1; said land being more particularly bounded and described as follows:

SOUTHERLY by Morgan Avenue, there measuring one hundred eighty (180) feet;

WESTERLY by Lot 7 on said plan, there measuring one hundred eighty (180) feet;  
NORTHERLY by land of owner unknown, there measuring one hundred (100) feet;  
EASTERLY by lot 12 on said plan, measuring one hundred (100) feet;

Meaning and intended to be the same lot of land described as "Parcel 1" conveyed to Protection Fire Co, Number 2 by Susan N. Oliveira and Douglas A. Noyes as Trustees of the Butler Realty Trust by deed dated December 23, 2007, and recorded December 27, 2007 at the Essex South County Registry of Deeds at Book 27421, Page 407.

**The Premises Known as: 7R Morgan Ave, Newbury, MA – Tax Assessor's Parcel U06-0-3**

**Parcel #6**

Land in said Newbury shown as Parcel 2 on Plan of Land in Newbury, Massachusetts, surveyed for Harry V., 3<sup>rd</sup> and Janet B. Noyes, January 1973, by the Pembroke Land Survey Co., Salem, NH, recorded at Book 1973, Page 98.

Meaning and intended to be the same lot of land described as "Parcel 3" conveyed to Protection Fire Co, Number 2 by Susan N. Oliveira and Douglas A. Noyes as Trustees of the Butler Realty Trust by deed dated December 23, 2007, and recorded December 27, 2007 at the Essex South County Registry of Deeds at Book 27421, Page 407.

[SIGNATURES AND NOTARIES TO FOLLOW]

Witness our hands and seals this 14 day of October, 2016.

Protection Fire Co. No. 2

By: Jonathan Kelley

Jonathan Kelley, President

THE COMMONWEALTH OF MASSACHUSETTS

ESSEX, SS.

On this day of <sup>10/14</sup> ~~September~~, 2016, before me, the undersigned notary public, personally appeared Jonathan Kelley as President, and proved to me through satisfactory evidence of identification, which was a driver's license, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that they signed it voluntarily for its stated purpose, as his free act and deed as President of Protection Fire Co. No. 2.

John P. Lucarelli  
Notary Public: John P. Lucarelli  
My commission expires:

8-11-23



Protection Fire Co. No. 2

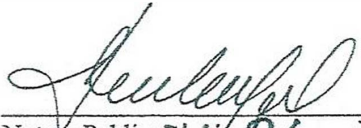
By: 

Patrick Whitney, Treasurer

THE COMMONWEALTH OF MASSACHUSETTS

ESSEX, SS.

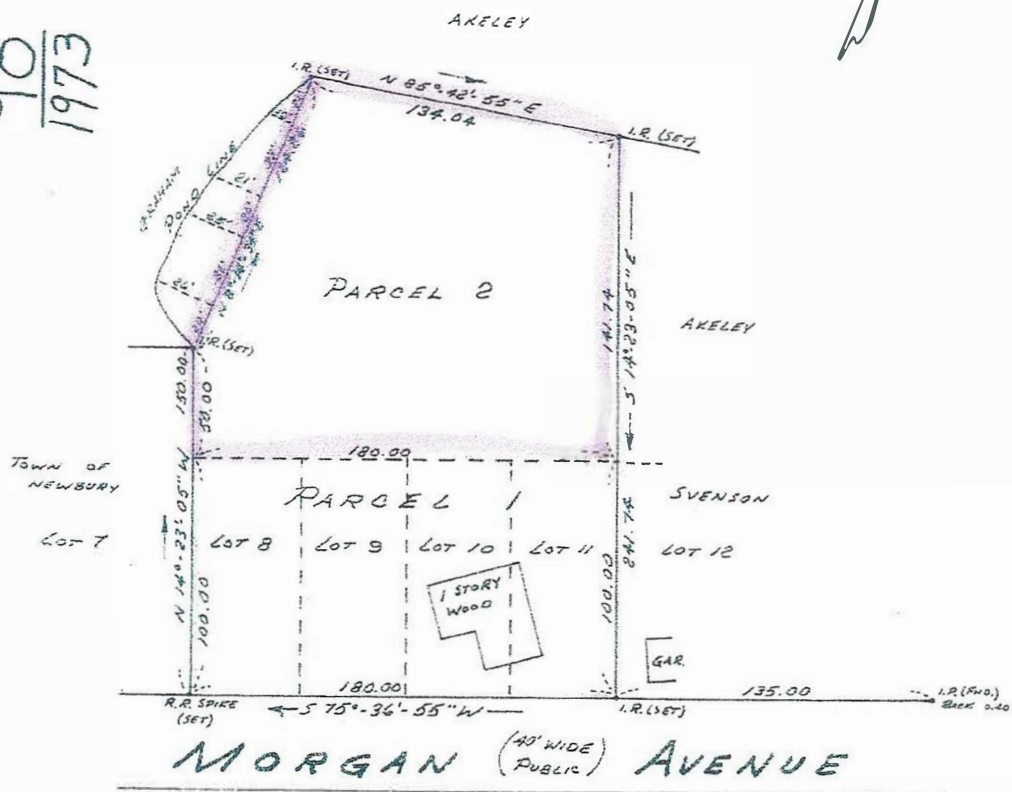
On this day of <sup>10/14</sup>~~September~~, 2016, before me, the undersigned notary public, personally appeared Patrick Whitney, as Treasurer, and proved to me through satisfactory evidence of identification, which was a driver's license, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that they signed it voluntarily for its stated purpose, as his free act and deed as Treasurer of Protection Fire Co. No. 2.

  
Notary Public: John R. Loefer  
My commission expires:

8-18-23

98 / 1973

- 



CLARKMAN	LEGE PART

Carl H. Akeley to  
Harry V. Moses 3d. Val  
Rec. 251954P345 Filed as No. 98 1973

Leo H. Jones  
Register of Deeds

REGISTERED LAND SURVEYOR

REGISTERED LAND SURVEYOR

SCALE: 1" = 50'

By the Pembroke Land Survey Co. ~ Salem, N.H.





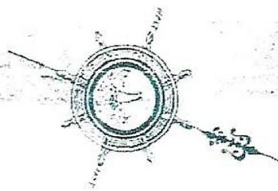
*Urtica dioica* L.

PARK

SEPT. 1897  
AUGUST 1895

U.S. L. HARTLETT  
85 WATER ST  
BOSTON

FREDERICK P. HALL  
Executive & Social  
Civil Engineer and Surveyor  
P.O. Devonshire St. Boston



HIGH ST. (State Hx.)

Original Line of Road

1. The first step is to identify the problem or question that needs to be answered. This involves understanding the context and the specific requirements of the task.

MORGAN AVE.

ESSEX REGISTRY OF DEEDS. SO. DIST SALEM, MASS.  
Received June 4, 1965 with Deed.  
Carl H. Akeley to  
Protection Fire Co. No. 2  
Rec # 5273P 239 Filed No 281 1965  
Attest.  
Leo H. Jones  
Register of Deeds

Planning Board Approval Not Required

Date 2 June 1965

Mark J. Bunker  
 Keith W. Allen  
 David L. Caldwell  
 Edgar D. Manning

PLAN OF LAND  
NEWBURY - MASS.  
Scale 1"=40' H.F. MacWilliams  
April 10, 1965 Reg. Land Surveyor  
Brisette Ave.  
Newburyport, Mass.





Joseph J. Serwatka, P.E.  
Post Office Box 1016  
North Andover, MA 01845  
978-314-8731

July 11, 2019

Martha Taylor, Planner  
Town of Newbury  
25 High Road  
Newbury, MA 01951

Re: Newbury Police Station  
Peer Review

Dear Ms. Taylor:

I have received the following: Planning Board Submission plan package (9 sheets, revised to June 18, 2019), Drainage Analysis revised to June 18, 2019 and response letter dated June 18, 2019, all prepared by Context Architecture and Garcia-Galuska-Desousa, Inc. I have reviewed the submitted material, and offer the following comments relative to my previous letter dated June 17, 2019. The previous comments are in regular type, with the latest comments in bold type.

Sheet C1.1, Site Layout & Materials Plan

2. The site sidewalk extends to Morgan Avenue, and abruptly ends at a proposed vertical granite curb, without a ramp or connection to other sidewalks. The town may want to consider whether sidewalk will ever be installed on the north side of Morgan Avenue.

The response states that "the concrete sidewalk to Morgan Avenue will be reviewed with the Architect and Owner".

**The response states that the concrete sidewalk is still under review with the Architect and Owner.**

6. The snow storage areas depicted at the rear of the site, within the buffer zone to the wetlands, may be too close to the resource area. The town may want snow storage areas depicted further from the resource area.

The response refers to snow not being placed directly in the resource areas, which was not my comment. The intent of my comment was to point out that many conservation commissions prefer to see snow storage as far from the resource area as possible.

**The response states that snow storage will be further discussed with the Conservation Commission.**

Sheet C2.1, Site Utility Plan

6. A Stormceptor water quality structure is included in the runoff treatment train for the pavement runoff. This is a proprietary unit that provides for 75% TSS removal based on the TSS worksheet. The engineer has taken the typical 25% TSS removal credit for the deep sump catchbasins, but has not taken credit for the subsurface detention structures, which may provide 80% TSS removal based on the DEP literature. Taking the allowable credit for the SDBs may allow the engineer to remove the Stormceptor unit, which is a fairly expensive item that requires specialized maintenance/pumping. The engineer may

also be able to take credit for the street sweeping outlined in the maintenance schedule. The town may want the engineer to comment on these ideas.

The engineer has added the proprietary separator to prevent clogging of the underground system.

**The response states that the contractor would be allowed to submit an alternate manufacturer for the separator unit.**

#### Sheet C3.1, Site Grading Plan

2. Pavement runoff from the fire station site flows across the project site in the pre-development condition. The proposed site development redirects this flow to a 20' +/- space between the property line and proposed parking lot. The proposed walkway link and landscaping may interfere with the flow of runoff. A pipe may be required under the walkway to convey runoff. Further, the town may want a defined treatment channel to be provided in the 20' space to maximize TSS removal and treatment.

The response appears to indicate that the proposed grade of almost 2 percent will maintain runoff flow. The response also indicates that a defined channel "can be" reviewed/implemented, but the plan does not depict one.

**This issue appears to be addressed.**

#### Drainage Analysis

1. The narrative states that the analysis encompasses the site area as well as offsite areas that contribute runoff to the site. It would appear that about half of the area delineated on the fire station site, as well as Morgan Avenue, contribute runoff to existing catchbasin "G", not "to the site". The engineer may want to exclude runoff that is picked up by the catchbasin, and does not contribute runoff to the site.

The response states that catchbasin G was included "due to the fact the 12" discharge from the structure discharges" to the wetlands within the property. This is true, but to include all the areas that contribute to the discharge from the 12" pipe, it appears that catchbasins A-F, at least, would have to be included in the analysis. If you are going to start including off-site catchbasins in the site analysis, it appears you would have to include them all, which would not add any value to the calculations.

**This issue appears to be addressed.**

3. The LID measures section of the checklist notes "grass channel" as an LID measure. The engineer should identify the channel on the plans. As noted previously, the town may also want a drainage channel to be provided to treat pavement runoff from the fire station.

The response states that the grass channel will be identified on the plans, but it does not appear to be noted on the revised plans.

**This issue appears to be addressed.**

Should you have any questions, please contact me at your convenience.

Respectfully,

Joseph J. Serwatka, P.E.

## Bob Connors

---

**From:** Joshua Deterra <joshua\_deterra@g-g-d.com>  
**Sent:** Tuesday, July 16, 2019 8:42 AM  
**To:** Administrative Assistant  
**Cc:** Zeljko Tonicic (ztoncic@contextarc.com); cjohnson@contextarc.com; David Pereira; 'jshaw@contextarc.com'; Bob Connors (bobdcon@aol.com); Eric Svahn; jkellar@kellarassociates.com; Town Administrator  
**Subject:** RE: EXT || FW: Newbury Police Load Work Order info  
**Attachments:** ma-and-ri-new-electric-service-request-form NEWBURY POLICE.pdf; National Grid Load Sheet NEWBURY POLICE.pdf

Attachments per prior email. I forgot to attach the Load Sheet and Work Request Form  
Regards,

Joshua DeTerra  
Electrical Engineer  
**Garcia, Galuska & DeSousa, Inc.**  
370 Faunce Corner Road  
**WE ARE MOVING! AS OF JULY 26, 2019 OUR NEW ADDRESS WILL BE:**  
375 Faunce Corner Road  
Dartmouth, MA 02747  
(T) 508-998-5700  
(F) 508-998-0883

Find us on Facebook!  
<https://www.facebook.com/garcia.galuska.desousa/>

**From:** Joshua Deterra  
**Sent:** Tuesday, July 16, 2019 8:40 AM  
**To:** 'Administrative Assistant' <asstadmin@townofnewbury.org>  
**Cc:** Zeljko Tonicic (ztoncic@contextarc.com) <ztoncic@contextarc.com>; cjohnson@contextarc.com; David Pereira <david\_pereira@g-g-d.com>; 'jshaw@contextarc.com' <jshaw@contextarc.com>; Bob Connors (bobdcon@aol.com) <bobdcon@aol.com>; Eric Svahn <epsvahn@gmail.com>; jkellar@kellarassociates.com; Town Administrator <administrator@townofnewbury.org>  
**Subject:** RE: EXT || FW: Newbury Police Load Work Order info

For whom it may concern at the town of Newbury,

Thank you for the information on the load sheet. I called in to N-Grid and got the work request number which can be seen at the top of the load sheet. An N-grid rep is going to call me in the next few days with the information I'll need to complete the process. I have filled out both forms sent to me with as much information as I could in case you would like to go forth with the process as well though we should have all of the info we need to complete it from here. I'll let you know if there is any other information that I need.

Thank you,

Joshua DeTerra  
Electrical Engineer  
**Garcia, Galuska & DeSousa, Inc.**

370 Faunce Corner Road

**WE ARE MOVING! AS OF JULY 26, 2019 OUR NEW ADDRESS WILL BE:**

375 Faunce Corner Road

Dartmouth, MA 02747

(T) 508-998-5700

(F) 508-998-0883

**Find us on Facebook!**

<https://www.facebook.com/garcia.galuska.desousa/>

**From:** Administrative Assistant <[asstadmin@townofnewbury.org](mailto:asstadmin@townofnewbury.org)>

**Sent:** Monday, July 15, 2019 2:05 PM

**To:** Joshua Deterra <[joshua\\_deterra@g-g-d.com](mailto:joshua_deterra@g-g-d.com)>

**Cc:** Zeljko Tonicic (<[ztoncic@contextarc.com](mailto:ztoncic@contextarc.com)> <[ztoncic@contextarc.com](mailto:ztoncic@contextarc.com)>; <[cjohnson@contextarc.com](mailto:cjohnson@contextarc.com)>; David Pereira <[david\\_pereira@g-g-d.com](mailto:david_pereira@g-g-d.com)>; 'jshaw@contextarc.com' <[jshaw@contextarc.com](mailto:jshaw@contextarc.com)>; Bob Connors (<[bobdcon@aol.com](mailto:bobdcon@aol.com)>) <[bobdcon@aol.com](mailto:bobdcon@aol.com)>; Eric Svahn <[epsvahn@gmail.com](mailto:epsvahn@gmail.com)>; <[jkellar@kellarassociates.com](mailto:jkellar@kellarassociates.com)>; Town Administrator <[administrator@townofnewbury.org](mailto:administrator@townofnewbury.org)>

**Subject:** FW: EXT || FW: Newbury Police Load Work Order info

**Importance:** High

Hello Joshua,

Please read through the e-mail chain below and refer to the directions in the e-mail received today, 7/15/19, from Joe Muraco, Community Manager at National Grid. I've completed the required electric service request form as far as I could. If you would please complete the form as you see fit and forward back to me, I will then e-mail the work request to National Grid on behalf of the Town.

Thank you,

Ellen Jameson

Executive Administrator

Board of Selectmen/Town Administrator

12 Kent Way, Suite 101

Newbury, MA 01922

Phone: 978-465-0862 X301

[asstadmin@townofnewbury.org](mailto:asstadmin@townofnewbury.org)

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**From:** Muraco, Joseph A. [<mailto:Joseph.Muraco@nationalgrid.com>]

**Sent:** Monday, July 15, 2019 12:28 PM

**To:** Administrative Assistant

**Cc:** Town Administrator

**Subject:** RE: EXT || FW: Newbury Police Load Work Order info

Hi Ellen,

I can certainly help with this. I just want to clarify a couple of things. Typically, the first step in the electric construction process is to create a work request number. That is something that your electrical contractor can create on your behalf, but what they need is your customer ID number. It is a little different than an account number. Basically, we have a building ID and a customer ID in our system, when you merge the two together you create an account number. The account # 25 High Rd listed under "TOWN OF NEWBURY" is 25569-41007. The customer ID for that account is 868018722.



The load sheet is typically completed once the work request is open . I did a quick look in our system and didn't see anything open under 7 Morgan Ave. There is a separate form to create open a work request. I have attached that form here. The email address for that group is [WorkRequest@nationalgrid.com](mailto:WorkRequest@nationalgrid.com).

It can be a little bit of a frustrating process, if you don't do it often. I am happy to help walk your contractor through it if needed. Just let me know.

Thanks,

Joe M

Joe Muraco  
Community Manager  
Community and Customer Management  
National Grid  
978-725-1208  
Cell – 978-551-7741  
[Joseph.Muraco@NationalGrid.com](mailto:Joseph.Muraco@NationalGrid.com)

 Please consider the environment before printing this email.

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**From:** Administrative Assistant [<mailto:asstadmin@townofnewbury.org>]  
**Sent:** Monday, July 15, 2019 11:45 AM  
**To:** Muraco, Joseph A.  
**Cc:** Town Administrator  
**Subject:** EXT || FW: Newbury Police Load Work Order info  
**Importance:** High

Hi Joe,

I'm hoping you can again help me. We spoke last week about the National Grid Load Sheet required for the lot at 7 Morgan Ave in Newbury where the new Newbury Police Station will be built. For the load sheet to be completed by the architect, an N-Grid account number is required. Last week I called NGrid 1-800-322-3223 to establish an account number for the address, but was on hold for 40 minutes. I sent an e-mail inquiry, reference #190709-000469 but haven't heard back. The account number is needed immediately. Is there any way to expedite this matter? Please advise.

Thank you,

Ellen Jameson  
Executive Administrator  
Board of Selectmen/Town Administrator  
12 Kent Way, Suite 101  
Newbury, MA 01922  
Phone: 978-465-0862 X301  
[asstadmin@townofnewbury.org](mailto:asstadmin@townofnewbury.org)

---

**From:** Zeljko Tonic [<mailto:ztoncic@contextarc.com>]  
**Sent:** Monday, July 08, 2019 11:30 AM  
**To:** Bob Connors; Town Administrator



**ELECTRIC SERVICE REQUEST FORM- NEW SERVICE**

CUSTOMER FULFILLMENT: Phone: 1-800-375-7405 Fax: 1-888-266-8094 Email: workrequest@nationalgrid.com

**Customer Information: CURRENT ACCOUNT**

Customer Name: <b>Town of Newbury</b>	Customer # or Last 4 of SSN/Tax ID*: <b>1243</b>
Phone: <b>978-465-0862</b>	
Mailing Address: <b>12 Kent Way, Suite 101, Byfield, MA 01922</b>	

\*Customer # or Last 4 of SSN/Tax ID is required for all new services

**Service Address:** \*911 addresses are required for all new services; these can be obtained from your local municipality or town office

House #:	(If URD) Lot #:	Street: <b>7 Morgan Ave</b>
Town/City: <b>Newbury</b>		State: <b>MA</b> Zip: <b>01951</b>

**Nearest Neighbor:** \*only applicable if first home on new street

House #:	(If URD) Lot#:	Street:
----------	----------------	---------

**Contractor Information:** \*PLEASE CHECK ☒ YOUR PREFERRED METHOD OF CONTACT

Company:	
Contact Name:	<input type="checkbox"/> Phone:
<input type="checkbox"/> Email:	<input checked="" type="checkbox"/> Fax:
Mailing Address:	

**Service Order Information:** \*please provide a brief description of the work being performed; ☒ ALL THAT APPLY

<input type="checkbox"/> RESIDENTIAL <input checked="" type="checkbox"/> COMMERCIAL
<input checked="" type="checkbox"/> New Service <input type="checkbox"/> Temporary Service
(EX: New Service for temporary construction trailer; new single meter service for modular home / trailer / house)
<b>New service for new police station.</b>

**Service Characteristics:**

\*when upgrading or requesting new service for Multiple Dwelling Units please refer to the second page and indicate how units will be labeled Ex: additional meters for an apartment complex or strip mall

Overhead: <input type="radio"/> Underground: <input checked="" type="radio"/> Underground Development: <input type="radio"/> Name of Development:
If Underground what is the service fed from: pole: <input type="radio"/> hand hole: <input type="radio"/> pad: <input checked="" type="radio"/>
Amps: 600 Voltage: 120 / 208 Single Phase: <input type="radio"/> 3-Phase: <input checked="" type="radio"/>
Total Electric Meters: 1
What is the meter socket attached to: House <input type="radio"/> Pedestal <input checked="" type="radio"/> Meter pole <input type="radio"/>

Distance of pole line from point of attachment?	<b>165'</b>
---	-------------

Please fill out all necessary information completely and legibly.

**ANY INCOMPLETE ORDERS WILL NOT BE PROCESSED**



# ELECTRIC SERVICE REQUEST FORM- NEW SERVICE

CUSTOMER FULFILLMENT: Phone: 1-800-375-7405 Fax: 1-888-266-8094 Email: [workrequest@nationalgrid.com](mailto:workrequest@nationalgrid.com)

Is the drive way cut in?	Yes: <input type="radio"/>	No: <input checked="" type="radio"/>
Has the building been framed?	Yes: <input type="radio"/>	No: <input checked="" type="radio"/>
If no, estimated date the building will be framed?	November, 2019	
Has the foundation been poured?	Yes: <input type="radio"/>	No: <input checked="" type="radio"/>
If no, estimated date the foundation will be poured?	November 2019	
Is this a second service (separate service and meter in addition to existing structure)?	Yes: <input type="radio"/>	No: <input checked="" type="radio"/>

### Multiple Dwelling Units:

Please tell us how you will be labeling your meters and make sure that it matches the number of meters requested

Ex: Building A, Apartments 1-10; Suites 1-4; 1 House Meter & Units A-D

Please fill out all necessary information completely and legibly.

**ANY INCOMPLETE ORDERS WILL NOT BE PROCESSED**

## Load Sheet

Completely fill out this form otherwise this will delay your project  
National Grid uses the provided loads to design & construct the requested electrical system

WORK REQUEST # 28715159

## Customer Information

COMPANY NAME	Town of Newbury	CONTACT NAME	James Sarette, DPW Director
MAILING ADDRESS	12 Kent Way, Suite 101	Byfield, MA	01922
SERVICE ADDRESS	7 Morgan Ave	Newbury, MA	01951
TELEPHONE #	978-465-0862	E-MAIL	highway@townofnewbury.org
ELECTRICIAN NAME		TELEPHONE #	

## Load Information

Fill section below with **new** load for any 3ph service or 1ph greater than 200 amps  
For each line below provide connected load in **Total kW** or **HP** (do not duplicate)  
**Note:** If there are multiple buildings, please submit a separate Load Sheet for each.

SERVICE SIZE 600 amps 120/208 volts 3 phase

SQUARE FOOTAGE\* 13,654

Equipment Type	kW			Usage
INSIDE LIGHTING	10.9	for		hrs/year
OUTSIDE LIGHTING	1.5	for		hrs/year
ELECTRIC HEATING	38.2	for		hrs/year
AIR CONDITIONING	32.9	for		hrs/year
WATER HEATING	.5	for		hrs/year
REFRIGERATION		for		hrs/year
Additional Equipment	kW	# of Units		Usage
ELEVATOR	33.3	1	for	hrs/year
AIR COMPRESSOR	6.3	1	for	hrs/year
CIRCULATOR PUMP	1	2	for	hrs/year
GENERAL POWER	27.3	1	for	hrs/year
AIR HANDLING UNITS	8.64	6	for	hrs/year
ENERGY RECOVERY VENT	8.05	3	for	hrs/year
			for	hrs/year
Motors**	HP	# of Units		Usage
EXHUAUST FANS	1/4	5	for	hrs/year
			for	hrs/year
			for	hrs/year
			for	hrs/year
<b>Total Connected Load</b>	170.4	kW		
<b>Total Diversified Load</b>	137.5	kW		

\*Square Footage is required to size service correctly

\*\*Complete next page w/ NEMA code for 3 ph motors >15 HP & 1 ph motors > 5 HP

## Job Description

NEW SERVICE FOR NEW POLICE STATION.

# Motor Data Sheet

Completely fill out and submit this form for each new motor either 3ph > 15 HP or 1ph > 5 HP  
If this data is not provided this will delay your project

## MOTOR DATA

Largest 30 HP		Use ELEVATOR				
Rated Volt 208 V	Phase <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 3	Site Installation <input checked="" type="checkbox"/> New <input type="checkbox"/> In use	Rated P.F.	Locked Rotor Code Letter	Start Under Load? <input type="checkbox"/> Yes <input type="checkbox"/> No	
MOTOR OPERATION						
Type of Use <input type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input type="checkbox"/> Temp			Peak Use <input type="checkbox"/> Summer <input type="checkbox"/> Winter <input type="checkbox"/> Day <input type="checkbox"/> Night <input type="checkbox"/> Other:			
Starts/Unit per	Dips/Unit per	Starter if Used <input type="checkbox"/> Auto <input type="checkbox"/> Manual <input type="checkbox"/> 80% Tap <input type="checkbox"/> 65% Tap <input type="checkbox"/> Other:				
Applied Volt V	Remarks/Further Description of operation, motor starting or in-rush current surges					

## WELDER DATA

Largest kVa max. input when sec. term. are short circuited			Used for			
Rated Pri Volt V	Phase <input type="checkbox"/> 1 <input type="checkbox"/> 3	Site Installation <input type="checkbox"/> New <input type="checkbox"/> In Use	Rated P.F.	Other welders on site? <input type="checkbox"/> Yes <input type="checkbox"/> No		
WELDER OPERATION						
Type of Use <input type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input type="checkbox"/> Temp			Peak Use <input type="checkbox"/> Summer <input type="checkbox"/> Winter <input type="checkbox"/> Day <input type="checkbox"/> Night <input type="checkbox"/> Other:			
Welds/Unit per	Length of Use per weld	Basic Operational Use <input type="checkbox"/> Production <input type="checkbox"/> Intermittent <input type="checkbox"/> Occasional <input type="checkbox"/> Other				
Applied Volt V	Duty Cycle % @ kVa	Remarks/Further Description				

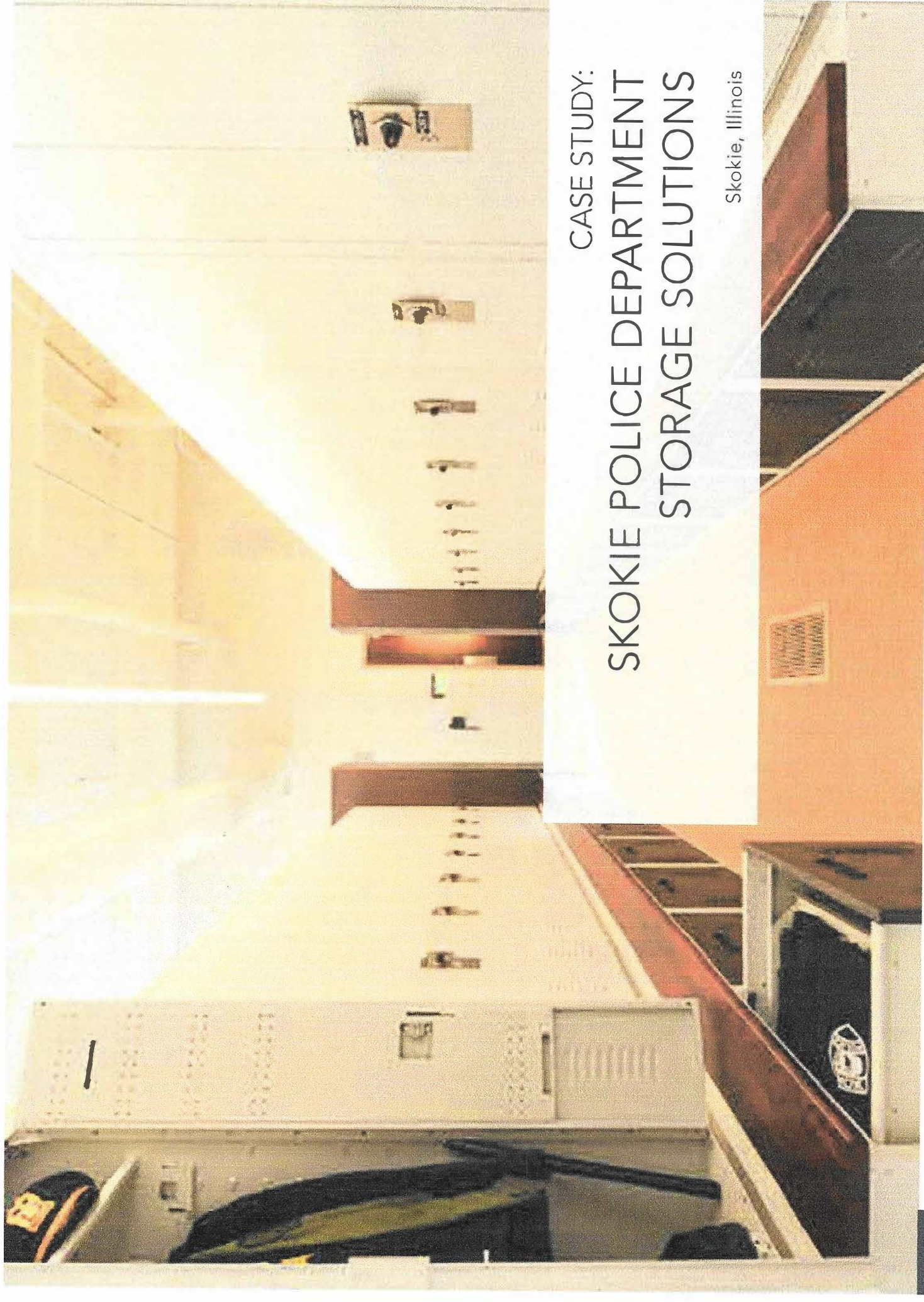
## CUSTOMER OPERATING LIMITATION

The % of regulation allowed for a range of <input type="text"/> to <input type="text"/> starts/welds per <input type="text"/> or a range of <input type="text"/> to <input type="text"/> dips per is:											
Starts/Welds						Dips					
	ALLOWED		CALCULATED			ALLOWED		CALCULATED		LIMITATION REQUIRED	
STATION		%		%			%		%	AMPS @	VOLTS
FEEDER		%		%			%		%	AMPS @	VOLTS
CUSTOMER		%		%			%		%	AMPS @	VOLTS
<b>CUSTOMER OPERATING LIMITATION</b> <div style="text-align: right;">Check here if additional motor data attached <input type="checkbox"/></div>											
An inrush limitation of <input type="text"/> AMPS @ <input type="text"/> V shall apply to this customer. This limitation shall apply to the starting of one or more motors, and/or the operation of one or more welders simultaneously. The customer will be responsible for remedial measures should the operation of the motors or welders create disturbances to other customers.											

**Notes:** Momentary fluctuation of the circuit voltage occurs each time a motor is started on the circuit. Where this affect is pronounced, the Customer or other customers served from the same system may observe a visual disturbance or lighting flicker. To suppress objectionable voltage variations and maintain proper service to the Customer and their neighbors, it is necessary to set a maximum permissible limit to the current draw from the service during each step of a motor-starting operation based upon the frequency of starts. These limits are designed to cover typical cases and the company gives no warranty that particular conditions may not later require a change.

The specific motor-starting current limitations furnished by the company means the maximum allowable increase in current on the line side of the motor-starting device at any instant during the starting operation. This limitation does not restrict the total current that can be taken by the motor, but may require that this total be built up gradually, or in steps during starting. Where a step-type starter is used, an appreciable time must be allowed on each step and the current increase of each step shall not exceed the imposed limitation. Close transition between starting steps is required. When motors are started as groups instead of individually, the current limitations apply to the group and not the individual motors.





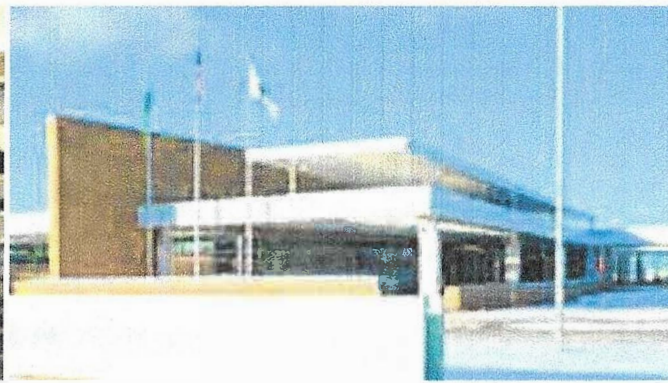
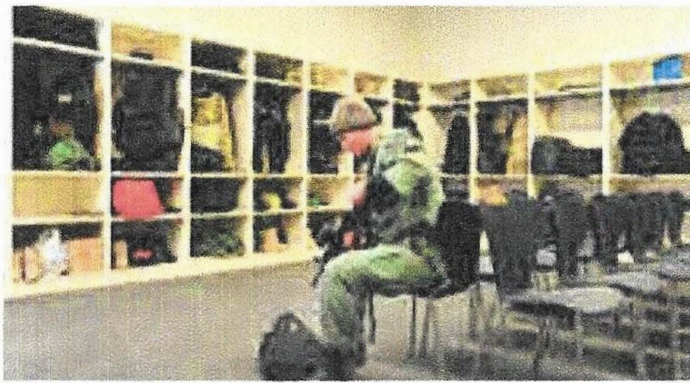
CASE STUDY:  
SKOKIE POLICE DEPARTMENT  
STORAGE SOLUTIONS

Skokie, Illinois



Storage Solutions®

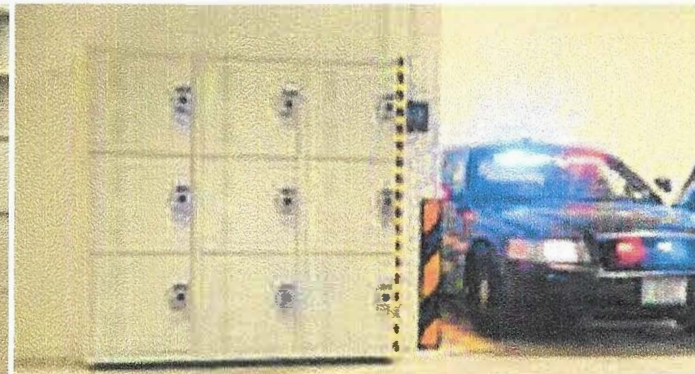




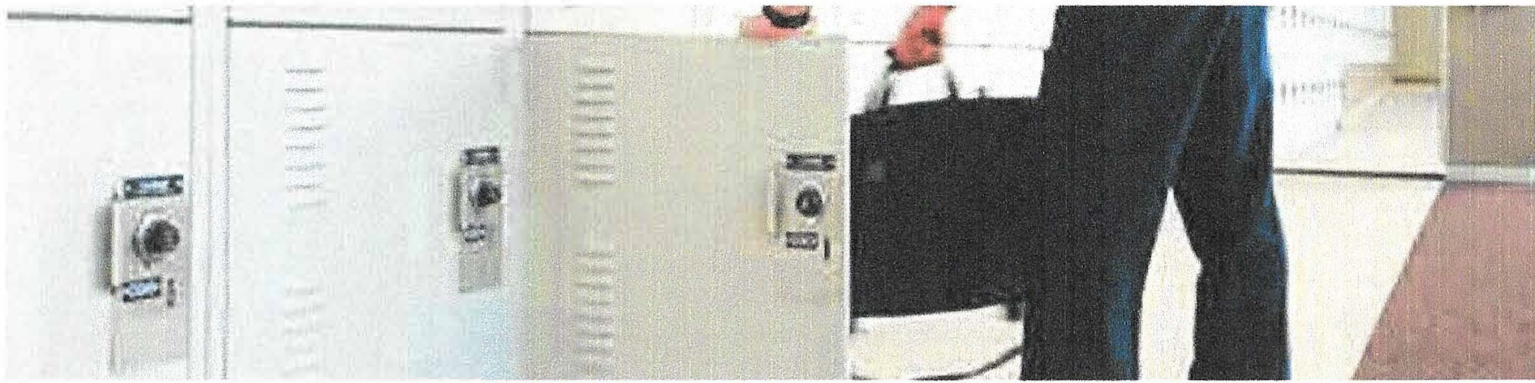
16 miles west of downtown Chicago is where you'll find the village of Skokie, Illinois. Home to just under 65,000 people and over 2,300 businesses in its 10-mile radius, the village has been a fast-growing, extremely livable suburb, particularly for those who want to escape the hectic pace of city life while still remaining close to Chicago. In fact, it's one of the village's taglines—"Skokie: A Suburb That Feels Like a City".

That fast growth hasn't come without a few growing pains—especially in the case of Skokie's Police Department. Although the department always earned high marks for service, doing so started to become increasingly difficult for a simple reason—the department was running out of space to do its mission effectively.

A building analysis showed that the department had outgrown the 27,000-square-foot space built in 1957, and it also revealed inadequate storage systems and systems to support a modern police force. Data systems and fire alarms didn't meet current standards. Many of the areas within the facility didn't comply with the Americans with Disabilities Act. Records storage, evidence processing, and other key functions of the department were inadequate, and traffic patterns in the building were a problem. All of these conditions, compounded, contributed to a lack of good employee morale.







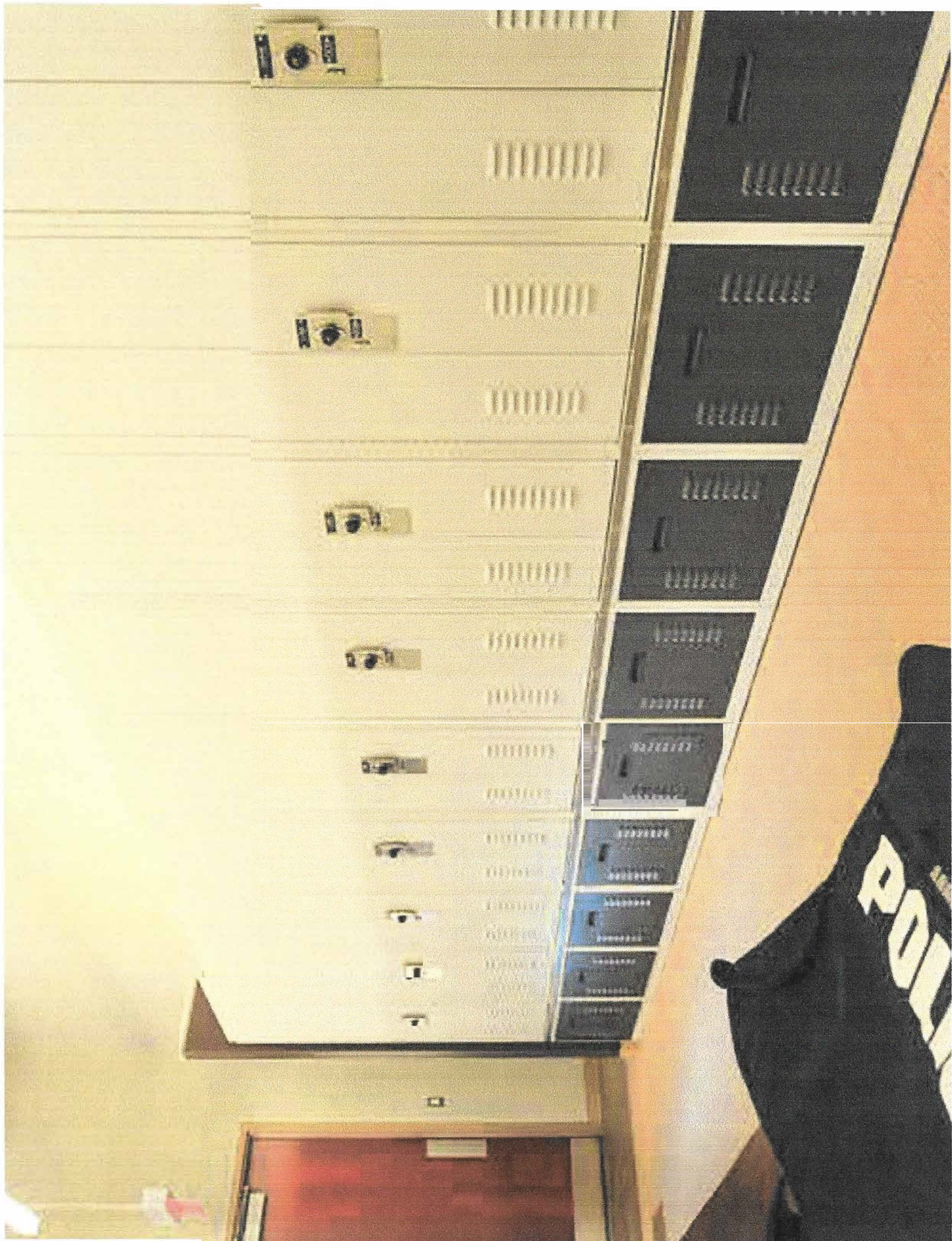
## *Time Savings and Productivity = Higher Morale*

When the Village of Skokie moved ahead with a plan to convert an abandoned 79,300-square-foot bottling plant into a state-of-the-art police headquarters, the decision-makers at the Skokie Police Department knew exactly what their most valuable asset was—the department's people. "Employees truly appreciate it when you do what you can to make their jobs easier," says now-retired Skokie Police Chief Barry Silverberg. "What it often boils down to in law enforcement is time savings and productivity. Both ultimately lead to higher morale—and a higher level of service to the community."

With this in mind, Skokie Police Department brought together several different groups to create a "New Headquarters Team," including police department leaders; user committees; SRBL Architects, the nearby Deerfield, Illinois firm that designed the building; and Bradford Systems, the local Spacesaver representative in the Chicago area. Together, the team analyzed the facility and budgetary goals, key functions within each office of law enforcement, and the role storage systems play in helping the department succeed in proactively and professionally delivering service to the village's residents.











## *Personal lockers: “home base” for Officers*

For many police officers at Skokie and around the United States, a personal storage locker is “home base”—a place where you can keep your personal and professional items safe and secure. At the department’s old facility, not everyone was able to have a locker because of the limited number. More to the point, the lockers were designed for students—not law enforcement personnel. “The old lockers were way too narrow and only had a shelf and a couple of hooks,” Silverberg says.

Based on criteria developed by the department’s locker committee, storage experts Bradford Systems designed a solution for the facility’s locker rooms, including 142 Spacesaver FreeStyle® Personal Storage Lockers. Each of the department’s two-foot-wide lockers includes a bench made out of hardwood that doubles as a drawer; double doors that open from the middle; adjustable, full-width shelves with a garment hanger for civilian clothes and uniforms; modular electrical components with duplex

outlets for powering and charging electronic devices; notches on the inside of the doors for duty belt storage, and three-hook bracket assemblies on the interior of the locker for even more places to hang garments or accessories.

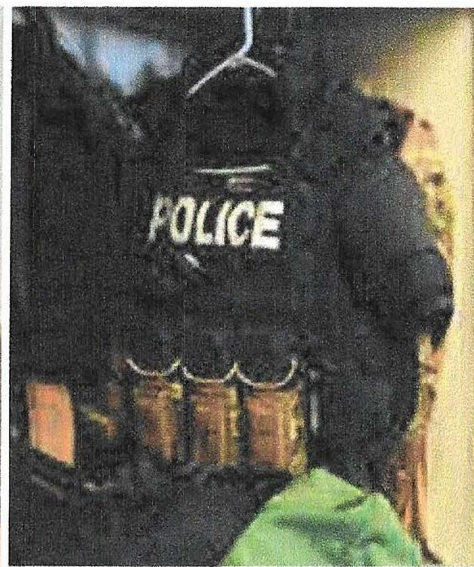
The many options and interchangeable features the lockers offer was crucial for Silverberg, who says there’s a lot more to personal storage locker to law enforcement than meets the eye. “A properly designed locker goes a long way toward the creation of a positive working environment,” he says. “The lockers have a huge impact on morale, and the attention to detail has paid off.”

*“The lockers have a huge impact on morale, and the attention to detail has paid off.”*

*-Barry Silverberg,  
Former Chief of Police  
Skokie Police Department*







## *Police Tactical Gear Storage: When Rapid Response is the Key*

Skokie's Tactical Intervention Unit (TIU)'s mission is to rapidly respond with specially trained and equipped personnel to special circumstances, such as hostage situations and barricaded subjects. Given the need to maintain a state of readiness, TIU team members must move quickly—and their gear must be organized and easily accessible. However, with the old lockers

The department was simply thinking about lockers similar to the ones in the locker rooms, but Spacesaver had an idea. They engineered 23 large metal lockers out of heavy-duty four-post shelving—essentially creating large cubbies for each TIU team member. The storage system features shelves at a variety of heights and provide immediate access to helmets, weapons, radios, batteries, shields, gas masks, and additional gear.

The lockers also include electrical outlets and heavy-duty garment hangers, which allow officers to hang fully loaded tactical vests, each of which can weigh around 130 pounds. "With the old lockers, the TIU officers couldn't store loaded vests, because they wouldn't fit," Silverberg explains. "Now, they're able to gear up much quicker."

Readiness is also critical for patrol and community service officers. Seeing the corridor that connects the roll-call room with Skokie's parking garage, Spacesaver planners lined the corridor with 47 additional lockers for gear bag storage. A gear bag contains everything from ticket books to extra ammunition, and can weigh up to 30 pounds. With the new lockers, officers are able to have them when out in the community, and lock them up inside the police department after each shift.





## *Evidence Storage: Securing the Chain of Custody in the Short and Long-term*

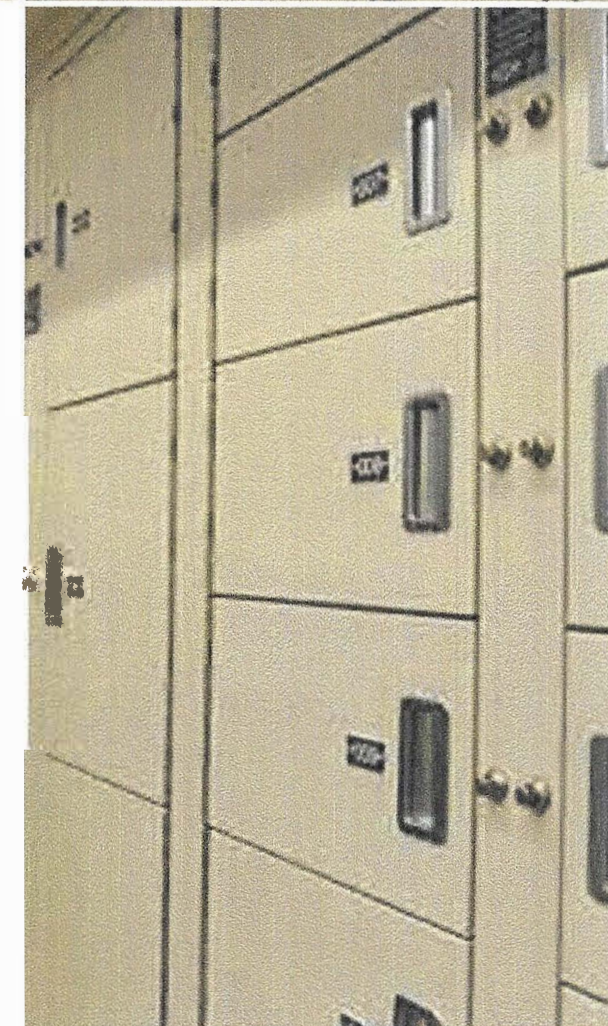
Skokie Police Department employs a total of 23 evidence technicians—and evidence is processed 24 hours a day, seven days a week. At the old police station, the Property & Evidence Room consisted of a converted janitor's closet, and space was so tight that technicians had to use the floor to package large pieces of evidence. Once the evidence was packaged, it was stored on static shelving and in standard lockers, which made space even tighter. Refrigerated evidence was kept in a refrigerator secured by a padlock.

Given the longer periods required for holding certain evidence, coupled with the need to protect the integrity of evidence throughout the entire chain of custody, the department knew they had to do something. "Maintaining the chain of custody is paramount in the prosecution of criminal cases," Silverberg says.

"We knew we wanted to go as high-tech as we could at the new facility for evidence storage."

The department installed Spacesaver's pass-thru evidence lockers, which are specifically designed for maintaining the chain of custody during the critical short-term evidence period. The lockers, designed to accommodate evidence of various sizes, are built into the wall that separates the evidence drop-off area from the Property & Evidence Room, and include four double-walled refrigerated components.

With these pass-thru lockers, an officer can deposit packaged and labeled evidence in one of the open lockers, then pushes a button to lock the door. At that point, no one can open it from that side, and the custody of the item passes definitively to the evidence technicians on the opposite side of the wall.

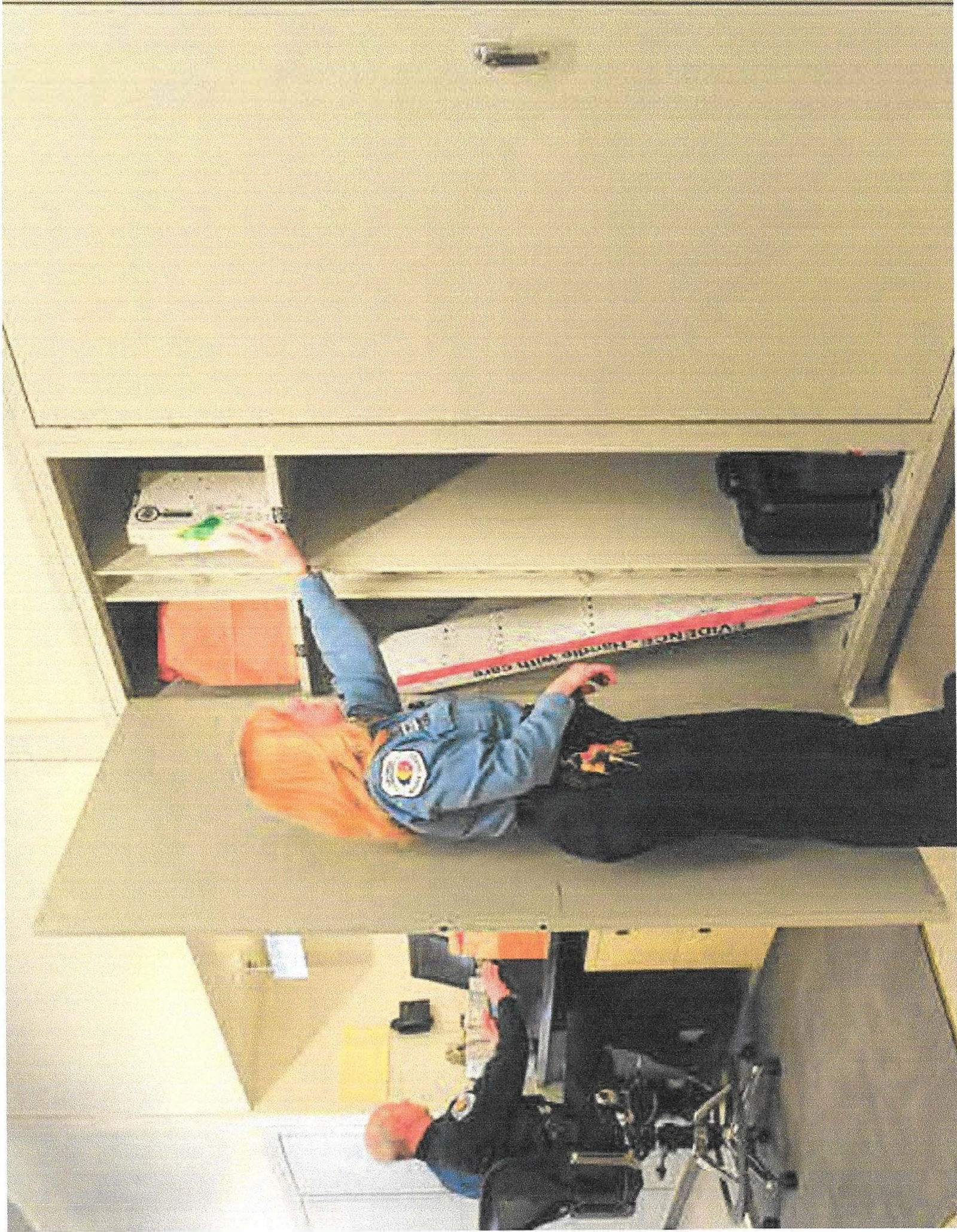




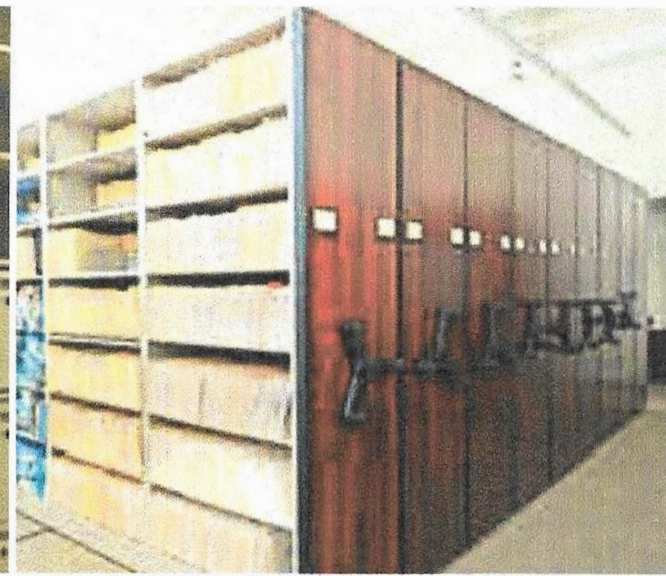


In addition to the short-term evidence storage, Skokie also gave their long-term evidence storage a makeover as well. As the Village of Skokie is home to one of the most popular malls in the Chicago area, the department was continually processing and storing large volumes of stolen merchandise—not to mention holding evidence for as long as 18 months, if not longer. A high-density mobile storage system was able to organize all of the department's current long-term storage as well as help them plan for future needs. "The buzz in law enforcement these days is to do more with less," Silverberg says, "and the mobile storage system lets us do exactly that. The mobile system, combined with the evidence lockers, allows us to tighten the chain of custody and do what we do much more efficiently than ever."









## *Major Storage Efficiencies Help with LEED® Gold Certification*

Even with the move to digitize documents, there's still a need to retain hard documents—like police reports, arrest reports, and warrants—and this need was creating a significant organizational challenge for Skokie Police Department. To assist with this, another high-density mobile shelving system was installed in the department's record storage area. Stationary carriages bookend the mobile carriages on the system, one of them is lockable to protect sensitive files.

Both mobile systems at Skokie not only helped the department achieve optimal efficiency—they also contributed to the architect's goal of designing an environmentally friendly facility with a small footprint. SRBL Architects estimates that the mobile storage systems saved 1,380 total square feet in the new facility. At the cost of \$268 per square foot, that adds up to \$369,840 the Village of Skokie was able to save in new construction costs by using mobile instead of static shelving. These efficiencies, along with a host of sustainability measures, led to the Skokie Police Department receiving a LEED® Gold Certification for the building.





Looking back, Silverberg wonders how the department managed in the old facility without the new storage systems. He says the difference between the old and new way of doing things is "night and day." "I'm impressed with the storage solution," he says. "It gets back to our ability to provide a quality level of service. After all, it's what we're here for."



*"Employees truly appreciate it when you do what you can to make their jobs easier. What it often boils down to in law enforcement is time savings and productivity. Both ultimately lead to higher morale—and a higher level of service to the community."*

*-Barry Silverberg,  
Former Chief of Police  
Skokie Police Department*



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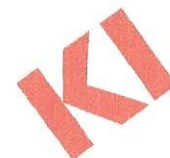
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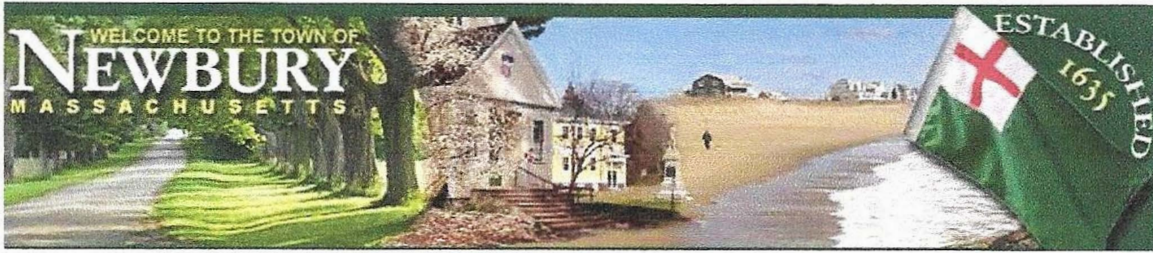
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## **Town of Newbury Building Project Construction Committee**

**July 19, 2019**

The committee has received a communication from the Board of Selectmen regarding the formation of a "Town Hall Advisory Committee" in which the Building Project Construction Committee (BPCC) has been asked participate.

### **BOS charge:**

*The Town Hall Advisory Committee (THAC) shall be composed of 5 members. It shall have a member of the construction committee and the town planner as members and three members of the community at large. It shall base its work on the preliminary space needs assessment compiled by Context Architect and will work with Context to flesh out the two possibilities. Its task is advising the selectmen on the benefit of tearing down or renovating the current Town Hall building. This recommendation is to be based on the idea that the future building must meet the current needs of Town Hall, have adequate ADA access, have sufficient parking, have space for document storage, have room for expansion for future needs, and resolve the dangerous intersections of Morgan Ave, High Road and Parker Street. The committee will report its findings to the Selectmen six months after its members are seated. The THAC shall hold no less than 3 public hearings after the beginning of the school one on the island, one in the fireman's hall, and one in the library or town hall meeting room. Furthermore it is the job of this committee to reach out to the community for input about what is important in a town hall structure and to begin generating support for the project.*

The BPCC will need to consider its participation. It has been suggested that the committee act as a liaison member of the THAC rotating current members as needed.

### **Recommendations:**

It has been suggested that the BPCC draft a memo outlining a proposed approach to this undertaking utilizing the systems/methods used addressing the needs of Police station including work space allocations and identify construction options to be considered. The BOS charge identifies two possible options as a starting point. The BPCC review/recommendations are as follows:

- Consider renovations to the existing structure utilizing the basement level;
- Consider renovations to existing structure with 30'x60' addition off the back of the existing structure including 30'x30' PEG studio and 30'x30' "new space" addressing ADA access and expanded space needs;
- Consider renovation to existing structure with addition (TBD) off the back of the existing structure creating "new space" addressing ADA access and the program needs of town hall;
- Consider replacement of existing structure utilizing new construction to address ADA access and program needs of Town Hall;
- Consider "lease v. renovations/replacement" of Town Hall;
- Funding recommendations (PEG funds-free cash-borrow funds);

A lot of progress has been made on programing needs for the police station. Innovative & efficient workspace utilization and allocation is an important next step for Town Hall needs.

**Sample Workspace Allocation**

Position	UsF	Configuration
Administrator	144	Private Office
Department head	120	Private Office
Assistant	100	Private Office
Technical	64	Cubicle
Part time staff	48	Desk sharing
Clerical	64	Cubicle
Support Staff:	48	Desk sharing

**Next steps:**

It is recommended that the Newbury Capital Planning Committee be looped in as a starting point pursuant to Town Bylaw for inclusion within the Capital Budget for the upcoming year's spending plan for capital items (tangible assets or projects that cost at least \$10,000 and have a useful life of at least five years).

*§ 12-2 Powers and duties.*

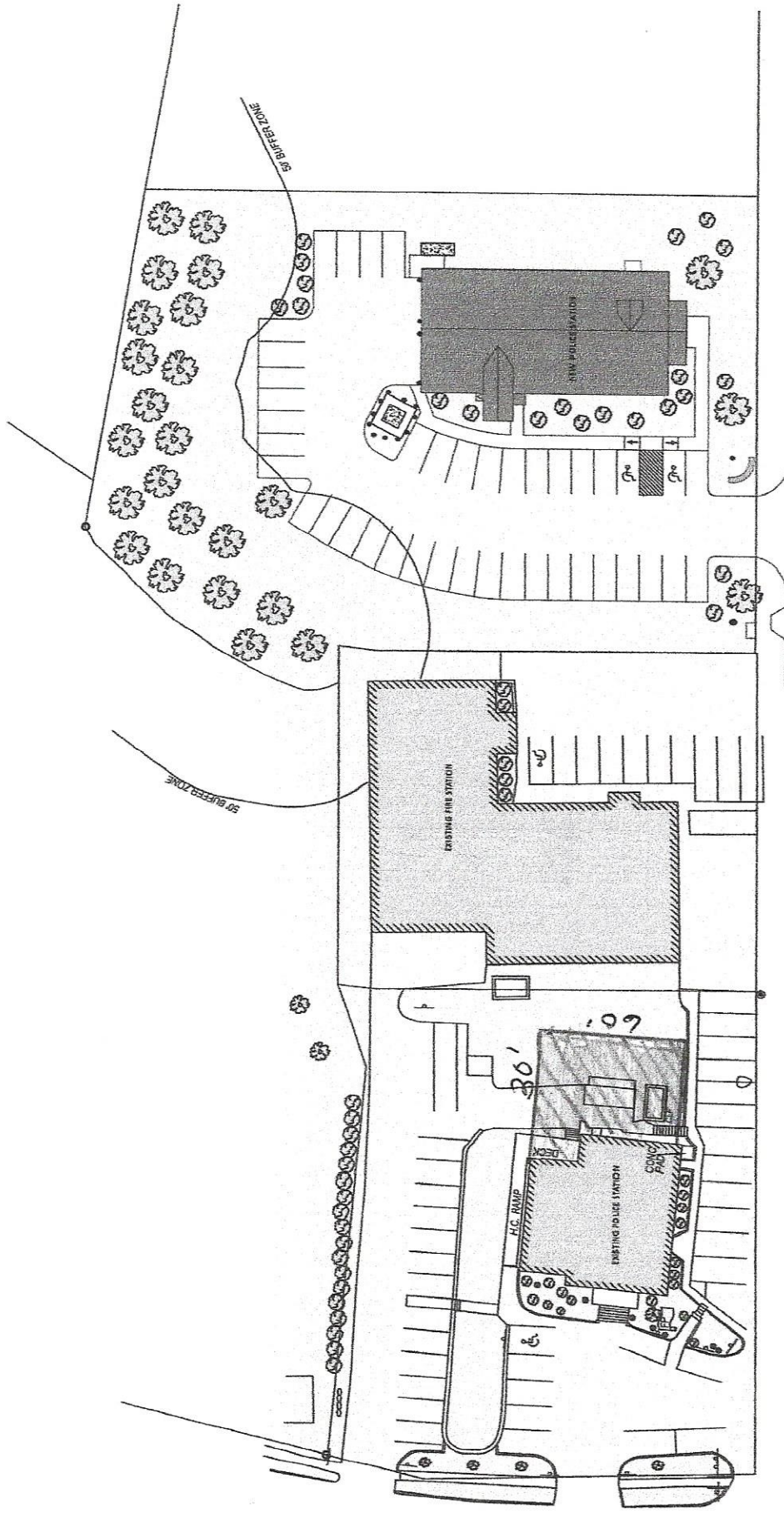
*It shall be the duty of the Capital Planning Committee to develop a long-range capital planning program to serve as a guideline for capital improvements in the Town with an eye towards ensuring the maintenance of its public infrastructure and planning for new capital improvements. The Capital Planning Committee shall be specifically concerned with physical facilities such as land, buildings, or other structures, as well as pieces of equipment requiring a relatively large investment and having a relatively long useful life.*

The BPCC provides the above referenced comments/data simply as a starting point for the kick off of this project and looks forward to working with all town boards, stakeholders and Board of Selectmen on this endeavor.

Respectfully submitted,

Bob Connors,  
Chairman, Newbury Building Project Construction Committee





context

ARCHITECTURE

NEWBURY POLICE STATION  
April 4, 2019

RENDERED SITE PLAN

NEWARK PLANNING BOARD

1890

ТРЕЩОМЪ НА ПЪТОВИ ОЧИЛЦИ

11. 27. 11. 2014 20:10:38

PAUL A. TURKIN

12/10/1919  
 12/10/1919

*Journal of Management Education* 36(7) 809-824



**cost components 1-7-19 to 7-19-19**

[illegible]

**Newbury Police**  
**Progress SCHEDULE**  
21 June 2019

		<b>DD</b>
26 April	<b>BC Meeting:</b> DD Progress Meeting	
01 May	<b>Site Plan Review Pre-Application Conference</b>	
15 May	<i>File Site Plan Review Application Submitted</i>	
17 May	<b>BC Meeting:</b> DD Progress Meeting Authorization to begin DD cost estimate and proceed into CD's	
By 06 June	<i>Conservation Commission Application Submitted</i>	
07 June	<b>BC Meeting:</b> DD Cost Estimate - <i>Review DD Cost Estimate (postponed)</i>	<b>CD</b>
12 June	<b>Combined Con Com and Site Plan Review Hearing 1</b>	
18 June	<b>Conservation Commission Hearing 2 (3<sup>rd</sup> Tuesdays)</b>	
19 June	<b>Site Plan Review Hearing 2 (1<sup>st</sup> &amp; 3<sup>rd</sup> Wednesdays)</b>	
21 June	<b>BC Meeting:</b> 50% Construction Drawings Review of DD Cost Estimate	
16 July	<b>Conservation Commission Hearing 3</b>	
17 July	<b>Site Plan Review Hearing 3</b>	
19 July	<b>BC Meeting:</b> Review 100% Construction Drawings & Review of CD Cost Estimate	
9 August	<b>Planning Board and Con Com Appeal period ends</b> BC Meeting for Approval to proceed with Bidding project	
22 August	Project Advertised for Construction Bids in Central Register	<b>BID</b>
28 August	Bid Documents Available	





19 September	Sub-Bids Due
03 October	GC Bids Due, CTX/OPM check bid results
04 October	BC Meeting
08 October	Board of Selectmen's Meeting
14 October	Contract Signed
22 October	Fall Special Town Meeting
24 October	Notice to Proceed
24 October 2020	Substantial Completion

BUILD