LEFTFIELD
THE RIGHT CHOICE IN PROJECT MANAGEMENT

WAKEFIELD ADVISORY WORKING GROUP	WAKEFIELD PUBLIC SAFETY MEETING MINUTES

Date:	Wednesday, February 3, 2021
Location:	Virtual "Zoom" Meeting
Time:	2:00pm
Prepared By:	Shane Nolan, LeftField

Name		Present
Jason Cohen	Permanent Building Committee	×
Marc Moccio	Permanent Building Committee (non-voting)	✓
Philip Renzi	Permanent Building Committee (non-voting)	✓
Steven Skory	Chief, Wakefield Police Department	✓
Craig Calabrese	Deputy Chief, Wakefield Police Department	✓
Michael Sullivan	Chief, Wakefield Fire Department	×
Joseph Bertrand	Chair, Permanent Building Committee	✓
Kevin McCaul	Wakefield Police Department	✓
Scott Reboulet	Wakefield Police Department	✓
Rick DiNanno	Wakefield Police Department	✓
Lynn Stapleton	Leftfield Project Management	✓
Shane Nolan	Leftfield Project Management	✓
Janet Slemenda	HKT Architects	✓
Amy Dunlap	HKT Architects	✓

I. Scope of Work

Janet Slemenda provided an overview of the scope of work to be included in the addition, renovation and upgrades to the public Safety Building.

General

The new scope of work is limited areas directly affected by additions, reconfigured areas and upgrades to mechanical, electrical plumbing and fire protection systems (MEP&FP). Generally existing MEP&FP systems will be reused and extended to provide to service to areas within the new scope. New lighting will be LED. Existing fire alarm will be expanded. Where MEP&FP systems are disturbed outside new scope areas patching and painting will be provided. Areas not included in the new scope include elevator, PD Men Locker Room, Community Room, FD Offices, Conference Room and FD Living Quarters. Stairs will receive new paint only.

The need to clean existing ductwork to remain was questioned. HKT to review with engineers after they have completed their report. Also, the scope of building commissioning needs to be established. The Working Group noted the desire to commission the entire building at the end of the project.

The primary floor finish will be linoleum. Dispatch linoleum to be high quality to withstand 24/7 use. Offices will have carpet. New toilet room will have ceramic tile and Lobby will be porcelain tile with walk off mat. Generally new ceiling will be ACT. Evidence Room to have sealed concrete floor and exposed structure above.

Counter tops will be solid surface and cabinets will be plastic laminate. Lobby to receive chair rail, wood wall paneling, display cabinets, bullet resistant walls and glass at transaction window. Evidence room pass thru lockers to have refrigerated unit – exact configuration will be determined in detailed design.

Entry Level/First Floor
Work on this level includes complete renovation of the building entrance to include new dispatch, records, lobby. Minor alterations to the Fire Admin and Fire Licensing. The new addition on the PD aside will house evidence and evidence processing. A new Women's Locker Room will be provided and minor alterations in the existing Women's Locker Room. MEP systems will be extended/reused where possible. New ceiling, base flooring and paint will be provided in the PD corridor areas and paint only in stairs. No new work to the Men's Locker Room.

No new work is anticipated in the Community Room. If this space is used to temporarily accommodate any displaced operations during construction any disturbed finishes will be repaired/replaced. If budget allows new finishes could be included at a later date or included as an alternate during the bid phase.

Parking Level (off Princess Street)
Minimal works will occur in this area. Repaired will be carried out per the structural engineer's report.

Upper Level/Second Floor
This includes renovated spaces in the PD to include new Roll Call, Kitchen, Detective Offices/Support, Family Services. This area houses MEP spaces and work will occur as necessary to upgrade systems. No work to be done on FD side unless areas are disturbed during construction. Sallyport will be extended out on Crescent Street side. Sallyport floor finish to match existing. Modifications will be required to the Holding Cells areas. New ceiling, base flooring and paint will be provided in the PD corridor areas and paint only in stairs. Dumpster enclosure will be modified as necessary. Extent of any repairs/alterations to the Apparatus apron need to be determined.

Third Floor
This area includes renovation to the PD to include Sergeant's Office, Police Chief and Admin support and Future offices. New ceiling, base flooring and paint will be provided in the PD corridor areas and paint only in stairs. No work to occur on the FD side. Repairs/replacement of roof needs to be determined.

II. Next Advisory Working Group Meeting was schedule for February 17th at 2:00PM

Attachments: 02/03/21 HKT Presentation

Town Clerk-Wakefield, Ma.
1/28/2021 11:34 AM

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AGENDA

ADVISORY WORKING GROUP MEETING

WAKEFIELD PUBLIC SAFETY BUILDING – RENOVATIONS & UPGRADES

NOTICE OF MEETING
Permanent Building Committee Public Safety Building Advisory Working Group
February 03rd, 2021 | 2:00 p.m.
Via Zoom: https://us02web.zoom.us/j/86304559466?pwd=ZmZ3UW9jVnlvSkVsaVpTWlFSN1J1dz09

Consistent with the Governor's orders suspending certain provisions of the Open Meeting Law and banning gatherings of more than 10 people, this meeting will be conducted by remote participation to the greatest extent possible. The public may not physically attend this meeting, but every effort will be made to allow the public to view and/or listen to the meeting in real time. Persons who wish to do so are invited to click on the following link https://us02web.zoom.us/j/86304559466?pwd=ZmZ3UW9jVnlvSkVsaVpTWlFSN1J1dz09. If you do not have a camera or microphone on your computer you may use the following dial in number: 1-312-626-6799 Meeting ID 863 0455 9466 Passcode 648178. Please only use dial in or computer and not both, as audio feedback will distort the meeting. This meeting will be audio and video recorded.

1. **Review floor plans and extent of work limits**
2. **Interior building finishes/schedule**
3. **Any Other Business**
4. **Next Advisory Working Group Meeting**

RENOVATIONS AND ADDITIONS TO THE WAKEFIELD PUBLIC SAFETY BUILDING

WAKEFIELD, MASSACHUSETTS
February 3, 2021

SCHEMATIC DESIGN SCOPE

Scope is limited to work directly affected by additions, reconfigured areas and upgrades to mechanical, electrical, plumbing and fire protection

- MEP/FP changes may affect all spaces over the course of the project
  - Ductwork, piping and terminals devices not impacted by renovation work will remain and be reused; Extensions of existing systems proposed if possible
  - Some electrical panel work, most reused; existing branch circuits extended; new LED lighting; Fire Alarm system located in Dispatch 113; security system will be expanded; CAT 6 cable
  - Existing plumbing distribution systems reused; new water heater
  - Fire Protection System to remain and be extended
- Patching and painting of incidental areas affected by new work; Upgrades to area affected by temporary public entry
- Vertical circulation will not be revised except for lobby exit from internal stair

SCHEMATIC DESIGN SCOPE

Finishes – New versus Existing to Remain (ETR)

- **Flooring and associated Base ETR**
  - All Stairs and Elevator
  - PD Men and Women's Locker Shower Rooms
  - Training Room, Projector Room, 2 Storage and FD Toilet
  - All FD offices, Conference Room and Living Quarters
- **New Flooring and Base**
  - Linoleum: Primary
  - VCT to Match: Toilet/Shower
  - Carpet: Offices and Dispatch
  - Ceramic Tile – new toilet rooms
  - Porcelain Ceramic Tile - Lobby
  - Walk off Carpet - Vestibule

SCHEMATIC DESIGN SCOPE

Finishes – New versus Existing to Remain

- **Ceilings: ETR unless noted to be new**
  - PD Men and Women's Locker Shower Rooms
  - Training Room, Projector Room, 2 Storage and FD Toilet
  - Corridor 131 E/W
  - All FD offices, Conference Room and Living Quarters
  - PD Side door vestibule
  - Existing PD Toilets on Second Floor
- **New Ceilings**
  - Paint at exposed structure
  - Painted GWB
  - ACT in remaining areas

SCHEMATIC DESIGN SCOPE

Finishes – New versus Existing to Remain

- **Painting Scope**
  - Unless work is done in the room all spaces are ETR
  - Stairs will be painted on all levels
- **Door Frames**
  - All frames in rooms that are painted will be painted
  - All others ETR

SCHEMATIC DESIGN SCOPE

Finishes – New versus Existing to Remain

- **Other**
  - New Wire Partition in Sally Port
  - All new windows will receive window treatments
  - Counter tops with sinks and at lobby will be solid surface; Cabinets to be Plastic Laminate
  - Bullet Resistant walls in lobby; bullet resistant glass transaction windows with speaker and transaction pass-thru
  - Lobby: Own chair rail, lower wall wood paneling
  - Lobby display cabinets
  - Lockers in Dispatch; Lockers with refrigerator in Evidence
  - One way window at Room 214
  - New kitchen appliances in PD

SCHEMATIC DESIGN SCOPE

Other Items for Consideration

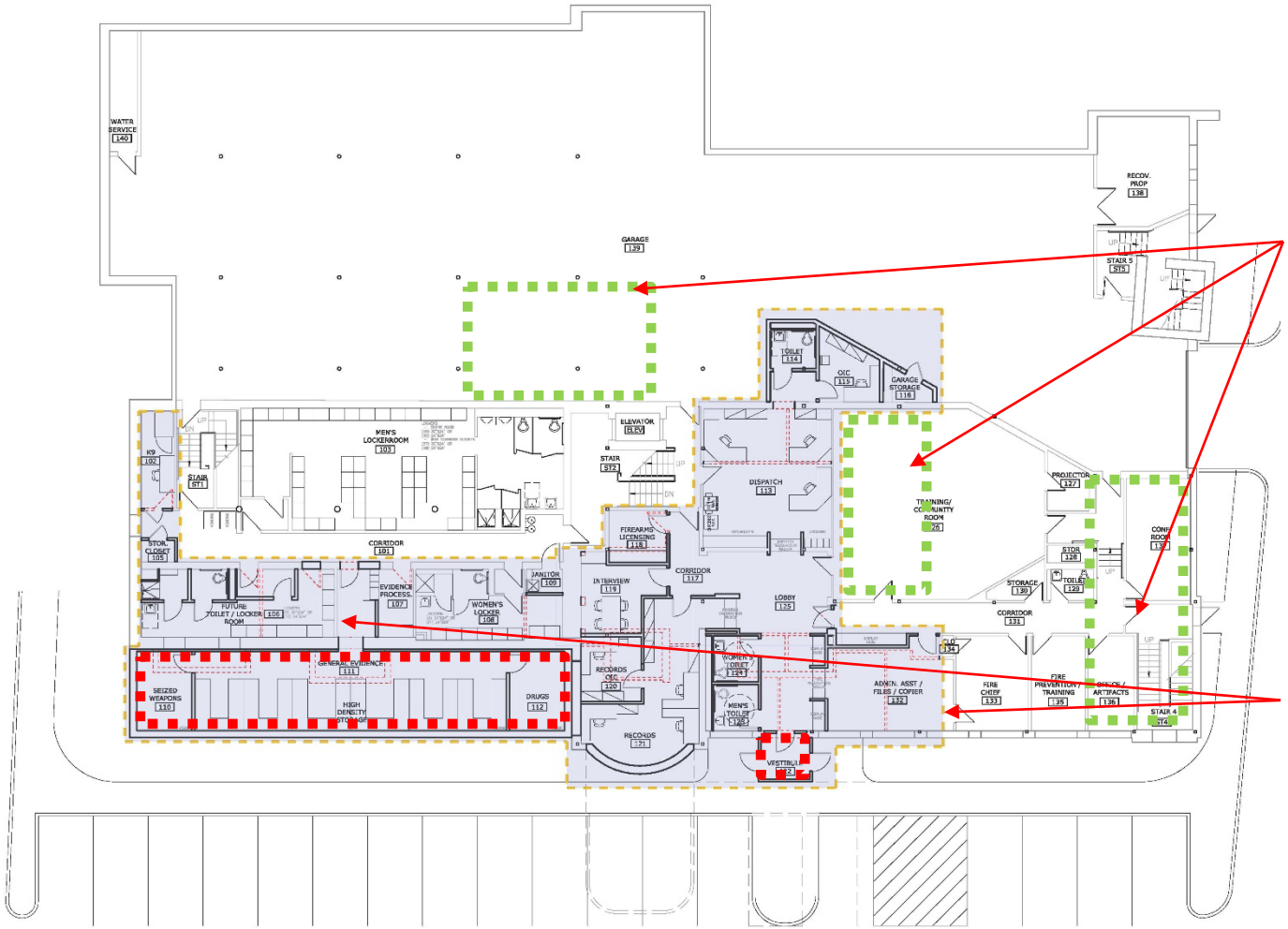
- Replacement of all windows: Check Status; possible Envelope Consultant Testing and Review
- Replacement of all roofs: Check Status; possible Envelope Consultant Testing and Review
- Replacement of other mechanical systems in current locations: Engineer's review and recommendation
- Upgrade Emergency Generator: Engineer's review and recommendation

HKT architects inc.

ENTRY LEVEL OFF UNION STREET

Exterior:

- Light Poles Remain
- Flag poles reinstalled at new location
- Memorial Stone to be relocated
- Historic PD sign reinstalled



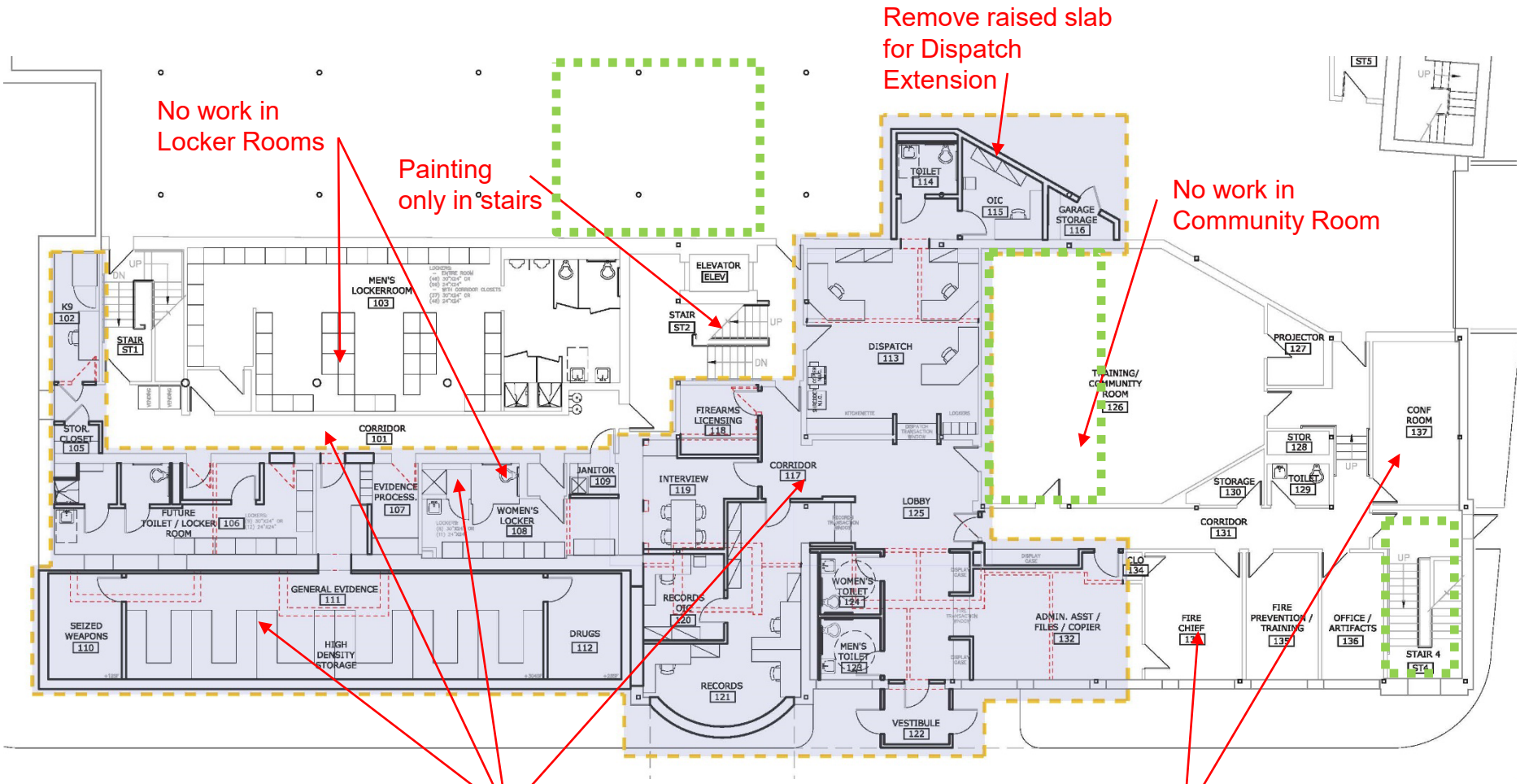
Indicates possible change in use during construction

Additions will impact public entry, lobbies for PD and FD, Records/Licensing, Community Room and all rooms directly adjacent to construction activities

N

HKT architects inc.

ENTRY LEVEL OFF UNION STREET



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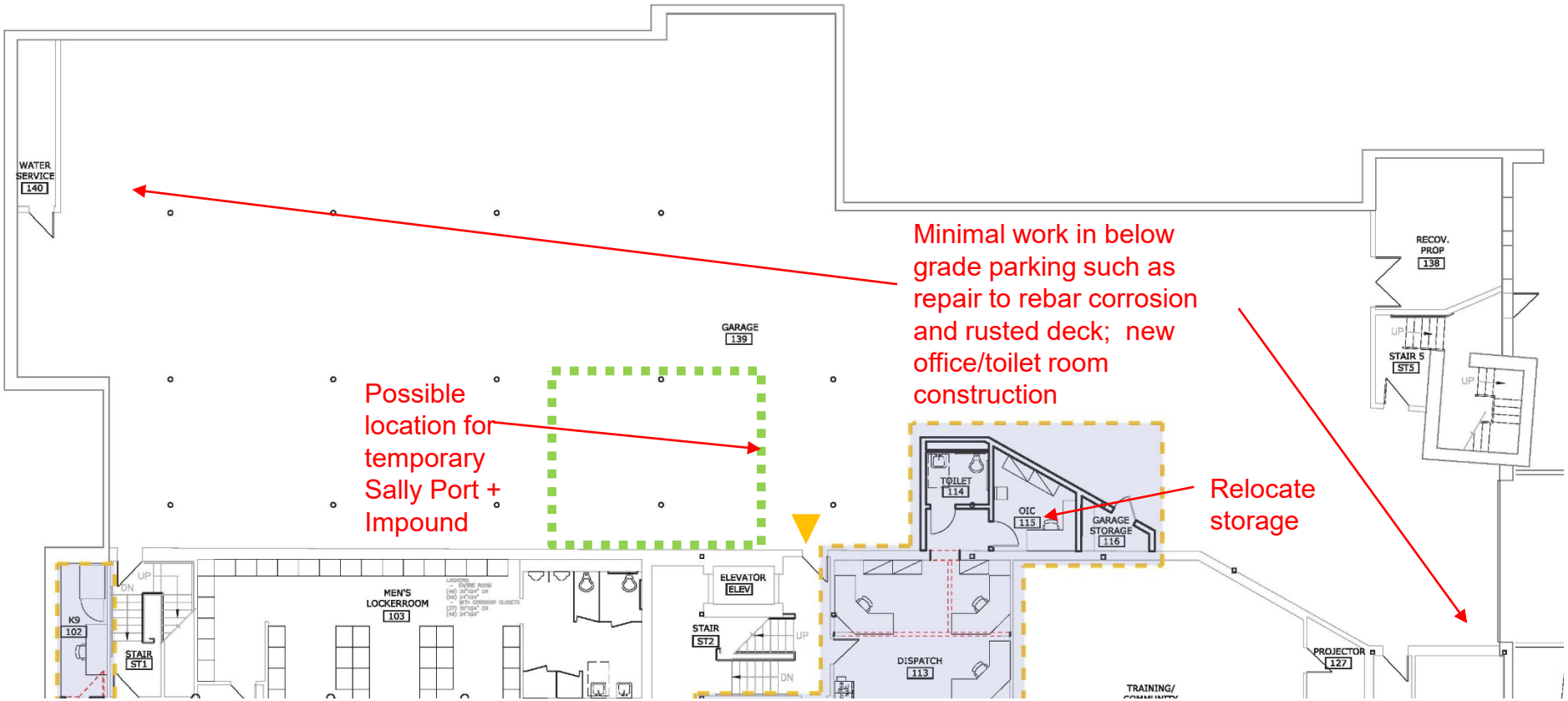
PARKING LEVEL OFF PRINCESS STREET



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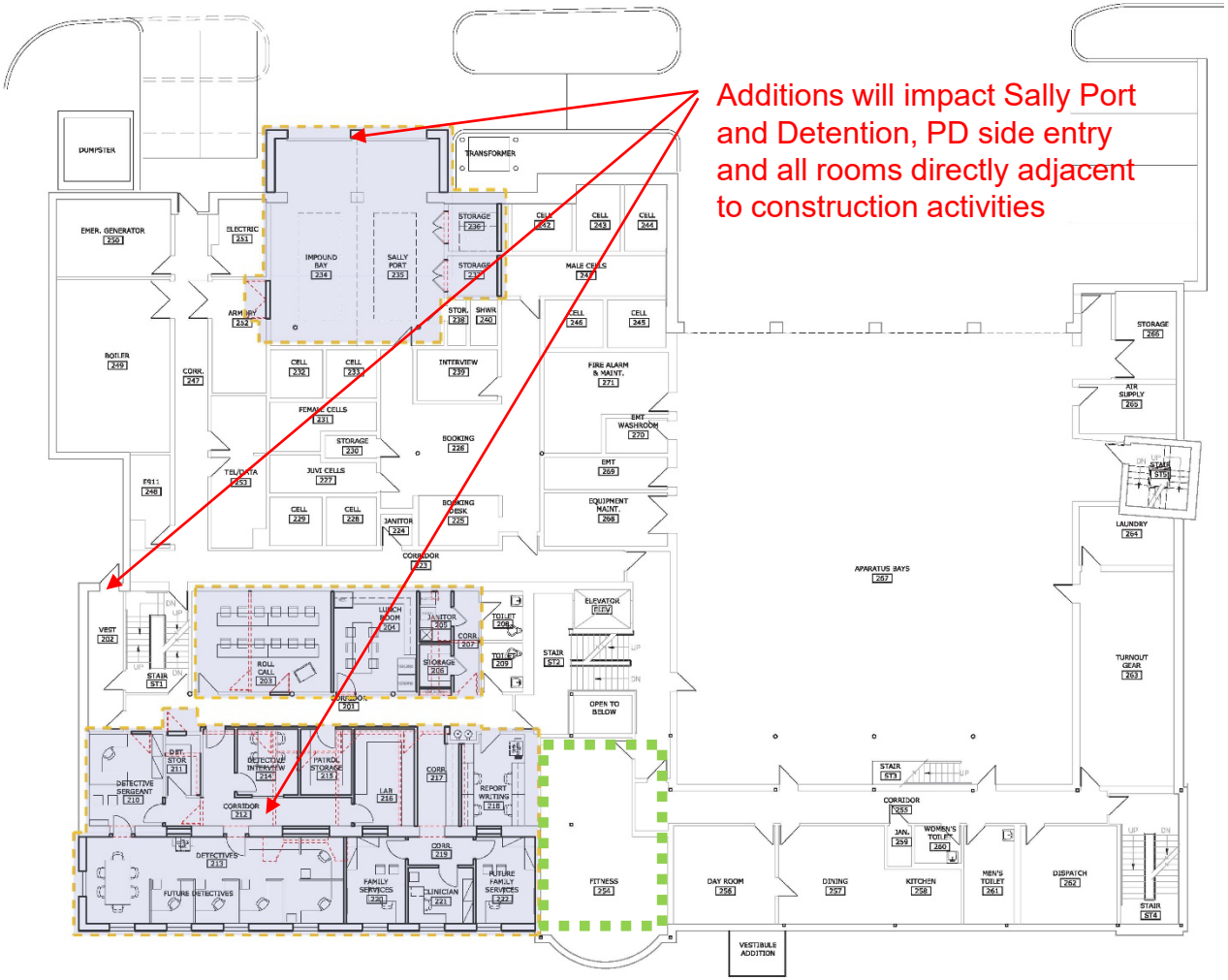
UPPER LEVEL – UNION STREET, APPARATUS AND SALLY PORT ENTRY



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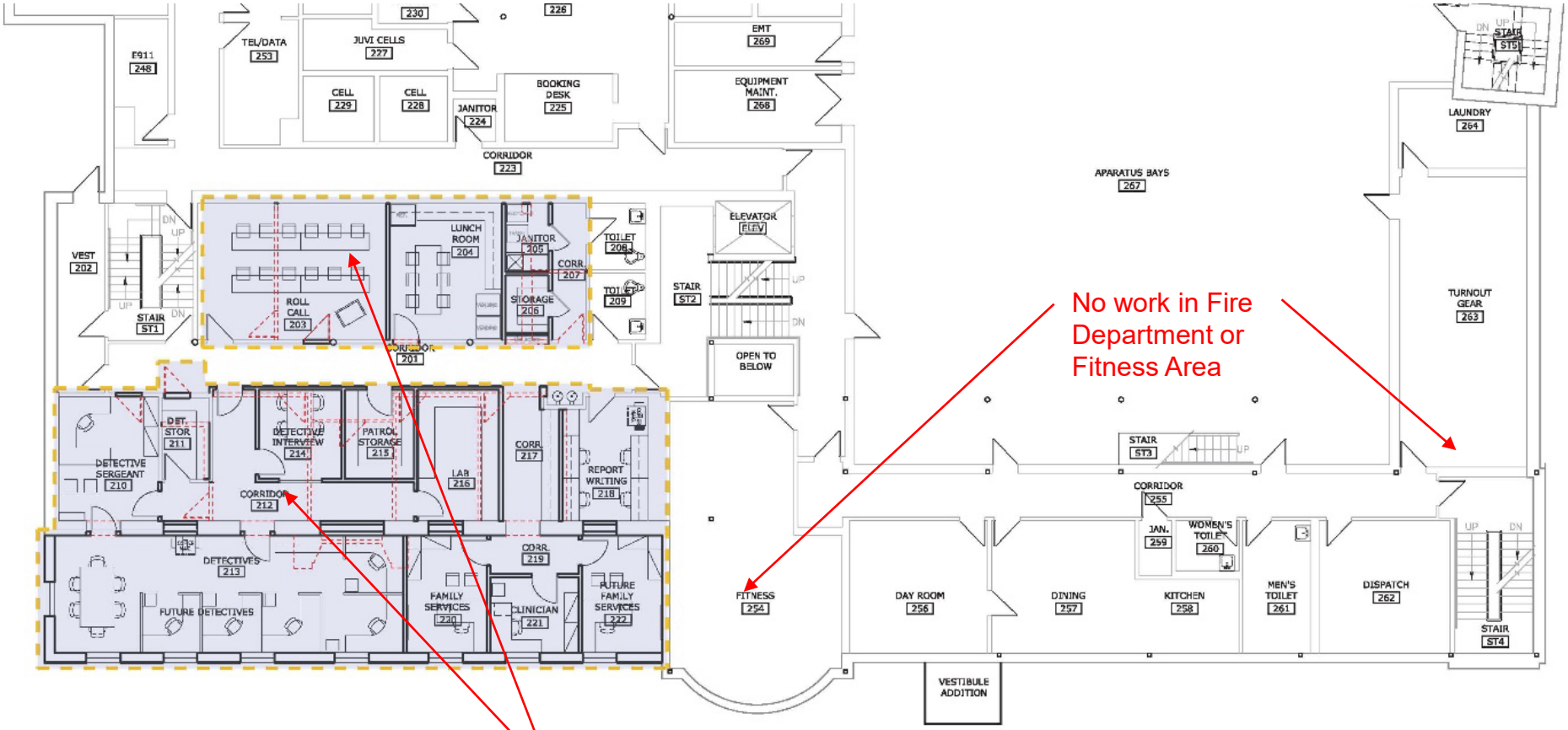
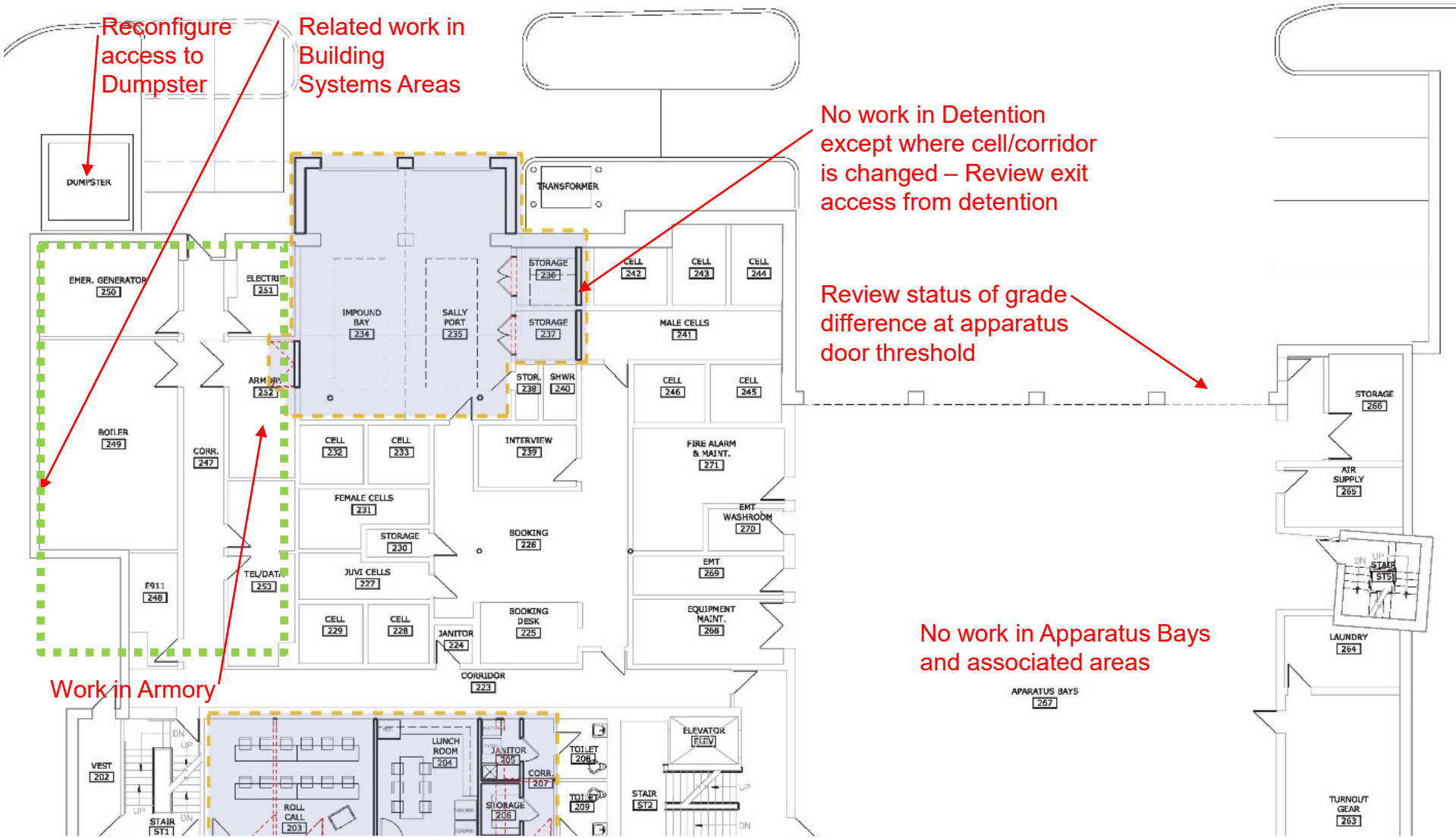
UPPER LEVEL – UNION STREET

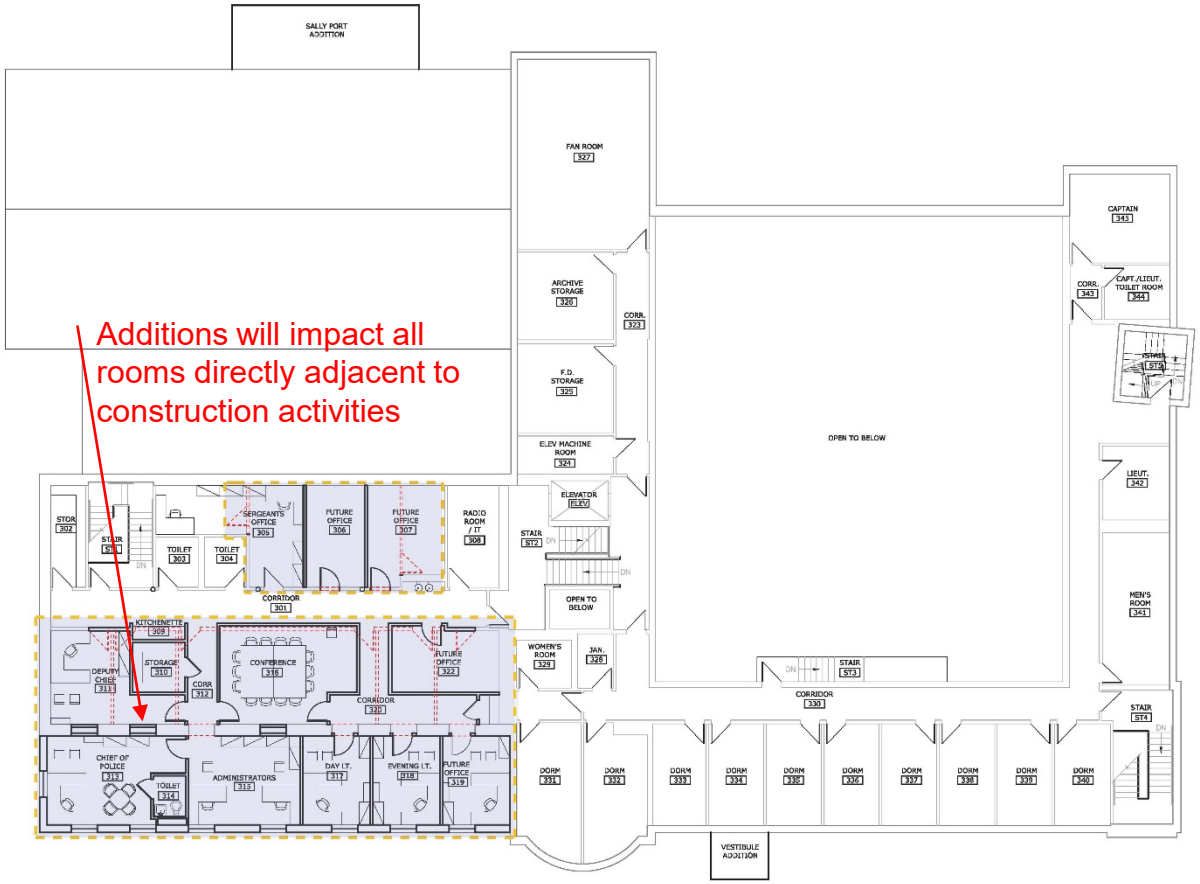


New ceilings, base, flooring + painting in corridors as well as all newly constructed space

UPPER LEVEL – APPARATUS AND SALLY PORT ENTRY OFF CRESCENT ST.



3rd LEVEL OFF UNION STREET



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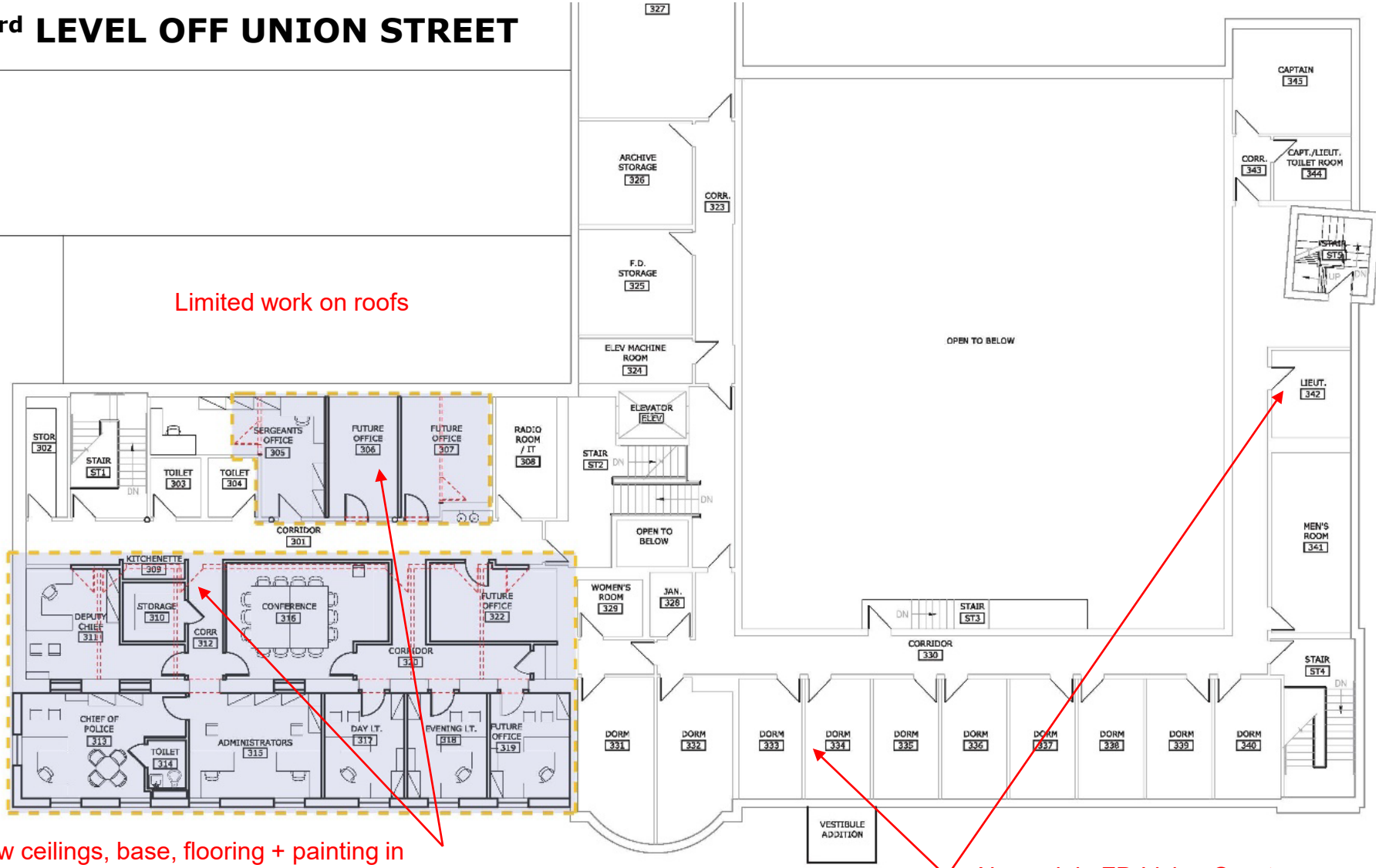
3rd LEVEL OFF UNION STREET

Limited work on roofs



New ceilings, base, flooring + painting in corridors as well as all newly constructed space

No work in FD Living Quarters

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