

**OLD SAYBROOK POLICE BUILDING COMMITTEE**  
**Regular Meeting**  
**November 19, 2012**  
**MINUTES**

A regular meeting of the Old Saybrook Police Building Committee was held on Monday, November 19, 2012, at the Old Saybrook Town Hall – Employee Cafeteria.

**Present:** Committee Chairman Dan Moran and Committee Members I. Ben Akin, Carol Hanover, Patrick Maher, John O'Brien, Lee Sparaco, and David Wight. Also present were First Selectman Carl Fortuna and Police Chief Michael Spera.

**I. Call to Order/Pledge of Allegiance/Attendance**

Chairman Moran called the meeting to order at 7:02 PM.

Chairman Moran led the Committee in the Pledge of Allegiance

Chairman Moran took attendance for the meeting.

**II. Public Comment**

There was no public comment.

**III. Update from the First Selectman**

First Selectman Fortuna began by passing around the report from Mystic Air. In the report it was indicated that the building contained asbestos but no lead. The First Selectman indicated that the building also had a relatively new heating and air conditioning system. Upon inspection of the system, Fire Marshall Donn Dobson indicated that the system was in pristine condition.

Chief Spera asked if there was any way we could sell the system if it could not be used for the Police Station.

The First Selectman responded that it is clear the system has value but it is not yet known what can be done to take advantage of that value. The First Selectman continued that he had gone to the Planning Commission and the Commission unanimously voted on the new Police Department as a "municipal improvement". The First Selectman concluded that once the property had been purchased it would require a special exception from the Zoning Commission because it is located in a residential area. However, the First Selectman noted that he had received no negative feedback from the public about the potential location.

**IV. Discussion and Possible Action concerning an RFQ/RFP Process for Design Build Teams**

Committee Chairman Moran explained that the Design Build Process would provide advantages over the Design Bid model, namely the project would be able to progress more quickly and you would only have to go to the town one time to ask for the money to build the Department. Chairman Moran indicated for this process to work there needs to be a lot of

experience between the contractor and the architect. This means that if an architect comes to bid without experience and references, he can immediately be dismissed as a possibility.

Committee Member Maher stated that if the contractor and architect had worked together before, that chemistry and experience together means a lot.

Chief Spera asked if the contractors find the architects or if the architects find the contractors.

Committee Member Akin stated that in this case the contractor goes out to bid and the architect works for him.

Committee Member Sparaco asked who draws up the design specifications.

Committee Chairman Moran indicated that the Building Committee draws up the Design specifications for the building.

Committee Member Akin warned that in the Design Build model, if the Design Specifications aren't exact, the Contractor could run up the price of the project significantly.

Chief Spera asked if this problem was avoidable using the Design Bid Model.

Committee Member Akin stated that in the Design Bid Model you can do a change order after the RFP. Committee Member Akin added that the Building Committee could also hire an architect to create the exact design that the Committee wants and then use that design when going to the design build contractors.

Committee Member O'Brien asked who watches the contractor.

Chief Spera stated that the project will need an independent clerk of the works. He added that the contractor cannot supply his own clerk of the works because we don't want the contractor to choose his own oversight committee. Chief Spera also noted that he liked the Design Build Model as long as the Building Committee has complete control over the initial Design Specifications prior to a contractor being chosen.

First Selectman Fortuna asked Chief Spera when the Space Needs Study would be presented to the Building Committee.

Chief Spera reported that Brian Humes would be presenting his study at the first meeting in January. Chief Spera asked that if the Building Committee hires an architect how long it would take for the designs to be complete.

Committee Member Akin replied that the process should take no less than 3 months.

Chief Spera noted that if the Building Committee takes this approach they will have the benefit of controlling the Design Specifications, a quicker start time for building and one cost to present to the town.

Chairman Moran also added that if you want to add something later that was not part of the initial specifications, you can go out to bid for that one thing because it won't be part of the initial contract.

Chief Spera stated that he wants to do the right amount of due diligence but not delay the project. Chief Spera asked if the First Selectman had a timeline in mind for hiring the architect.

First Selectman Fortuna replied that he will hire the architect once the space needs study is complete and has been presented. He added that \$285,000 would be coming off the Town's Budget and that money would be put aside for the Building Committee to use. He noted, however, that an arrangement would have to be made with the Board of Finance if that money was to be used prior to the beginning of the next fiscal year.

**A motion was made by Committee Member Wight to hire an architect to complete the new Police Building Design Specifications and then use those specifications in the Design Build Process. The motion was seconded by Committee Member Sparaco. The motion passed with a vote of 7 in favor and 0 against.**

## **V. Touring of other Municipal Police Facilities**

First Selectman Fortuna stated that there have been several new Police Departments that have been built in the state over the last few years and that tours of those facilities could be arranged.

## **VI. Comments/Concerns of Committee Members**

First Selectman Fortuna stated that he would return to Mystic Air and ask them for a more complete report if possible.

Chief Spera asked if the Committee had any cause for a meeting in December.

First Selectman Fortuna responded that rather than cancel the meeting at this time the Committee would wait to see if a need arose to have a meeting in December. If there is no such need, no meeting notices will be given and the Committee will meet in January to go over the Space Needs Study.

## **VII. Public Comment**


There was no public comment.

## **VIII. Adjournment**

**A motion was made by Committee Chairman Moran to adjourn the meeting. The motion was seconded by Committee Member Wight. The motion to adjourn the meeting passed with a vote of 7 in favor and 0 against.**

*The next regular Police Building Committee meeting is scheduled for January 7, 2012 at 7:00 p.m.*

The meeting minutes for November 19, 2012 were prepared and respectfully submitted by:



Trent Gerbers  
Records Clerk for the Old Saybrook Police Building Committee