

OLD SAYBROOK POLICE BUILDING COMMITTEE
Regular Meeting
January 7, 2013
MINUTES

A regular meeting of the Old Saybrook Police Building Committee was held on Monday, January 7, 2013, at the Old Saybrook Town Hall – 2nd Floor Conference Room.

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

I. Call to Order/Pledge of Allegiance/Attendance

Chairman Moran called the meeting to order at 7:00 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 reported that he is attempting to get the generator at the proposed site evaluated. The First Selectman also reported that an RFQ was published in the Hartford Courant on January 2, 2013, with a due date of Jan 21, 2013.

Chief Spera added that the Committee should make sure the RFQ is also posted on the State website.

Committee Chairman Moran asked what the specific problem with the generator.

The First Selectman stated that there was no problem that he knew of and that he simply wanted the generator to be checked. The First Selectman added The First Selectman added that AT&T had filed with PURA and there was an active docket number. Additionally, the First Selectman stated that once the sale was complete there should be no problem getting short term money for the purchase.

Chief Spera asked if the project was going to be split into multiple referendums because his preference would be to have everything go through in one vote.

First Selectman Fortuna agreed that it would be best if everything was put on one referendum.

Committee Chairman Moran asked how the relocation costs would be funded.

Chief Spera replied that the relocation costs would likely have to be included in the overall cost of the project.

IV. Presentation by Brian Humes of Space Needs Study

The presentation was turned over to Brian Humes who distributed a draft of the Space Needs Study to the members of the Building Committee. Brian Humes emphasized that the document he created was based solely on his assessment of the Department's needs and not their wants and that he had received no direction from the Chief of Police on how to create the study results. Mr. Humes also added that he had met with the entire Department to discuss various aspects of the new Police Building and that those specific needs would be incorporated into the Building design when possible and appropriate. Additionally, the Space Needs Study was designed to incorporate Department growth over the next twenty years. During Mr. Humes' presentation, the following questions were asked.

Committee Member O' Brien asked what criteria are used to determine the Department's growth potential.

Mr. Humes responded that population and crime statistics for the town of Old Saybrook are used to determine growth potential. Mr. Humes stated that while projections indicate that the town's population will decrease over the next twenty years, the calls for service are expected to rise at a greater rate. It is projected that the town will need to increase from twenty-five to thirty sworn officers over the next twenty years, which is a slower growth rate than the previous twenty years.

Committee Member Sparaco asked if any town demographics were used in the growth projections.

Mr. Humes responded that the statistics used are not an exact science but he had gone back to 2008 to the present day, which has shown an increase in calls for service and an 8,000 call for service increase in the last two years. Using this information, it is predicted that the Department will need to grow at the patrol level and less at the upper management end.

Committee Chairman Moran asked if all of the proposed special increases could be explained.

Mr. Humes responded that most of the increases are due to specific police functions that have not been given adequate space to perform that function or account for the future growth of the Department. Other increases come from functions that the Department is not currently providing.

Committee Chairman Moran asked if the training classroom and meeting room were all one room and if this was typical of other Police Departments.

Mr. Humes responded that they were one room and that this is typical of other Departments.

First Selectman Fortuna asked how it was determined that the new building should have 7 holding cells.

Mr. Humes responded that you have to think of groupings when determining holding cell numbers. With 7 cells there are 3 distinct groupings, a grouping of 3, a grouping of 2 and a grouping of 1 and 1 handicap accessible cell. Mr. Humes added that he recommends the handicap cell also be an isolation cell so that it can be used in any grouping.

First Selectman Fortuna asked approximately how much the out building space costs per square foot.

Mr. Humes responded that standard construction rates do not apply to the outbuilding, which is constructed at a reduced rate. Mr. Humes added that the outbuilding will be heated and that the approximate cost is \$180-\$200 per square foot.

First Selectman Fortuna asked if the 900 square feet allocated for the Sally Port includes 1 bay or 2.

Mr. Humes responded that the 900 square feet includes 2 bays.

Committee Member Hanover asked if the roll call room, conference room and training room were the only 3 conference spaces in the design.

Mr. Humes replied that there are more conference spaces available but they are not designated as conference spaces. For example, the Tactical Planning room has a specific police function but when that function is not taking place; this room could be used as a conference space. Brian- Yes, but they aren't called conference rooms.

Committee Member Sparaco asked if there was anything in the Space Needs Study that was not needed.

Mr. Humes responded that the square footage in the Space Needs Study reflects the needs of the Department and if the Committee starts reducing square footage, they will need to find a way to fulfill that need somewhere else.

Chief Spera asked Mr Humes to talk about any requests that were made that are not typical of a Police Department.

Mr. Humes stated that the only request that he questioned was putting 6 vehicles in a heated garage. He explained that most Departments are looking to use car ports but Chief Spera explained the logic behind this request and it was kept in the Space Needs Study.

Police Commission Chairman Burnham asked if 1 room for attorney and client meetings would be enough.

Mr. Humes replied that 1 room for this purpose should be adequate.

Committee Member O'Brien asked if there was any added liability for having fuel tanks on site.

Mr. Humes responded that there is only added liability for underground tanks but the tanks proposed for the Police Department would be above ground and under constant surveillance.

Committee Chairman Moran asked how many gallons of gasoline the proposed tanks would hold.

Mr. Humes responded that there would be 1,500 gallons of unleaded gasoline and 100 gallons of diesel fuel stored in the tanks.

Committee Member Sparaco asked what the next step should be for the Committee.

Mr. Humes responded that the Committee should take some time to digest the Space Needs Study in detail and that each member should write down all of their questions and present them to him at the next meeting.

Committee Chairman Moran asked if Mr. Humes recommended a bathroom in the immediate Dispatching area.

Mr. Humes responded that having a bathroom in the Dispatch area is a legal requirement.

First Selectman Fortuna asked how the square footage for various spaces are determined.

Mr. Humes responded that every room has a square footage driver that determines the bulk of the square footage for that space.

First Selectman Fortuna asked how many other police departments of Old Saybrook's size are trying to attract regional training.

Mr. Humes responded that most departments are trying to attract regional training.

Committee Member Brophy commented that if every Department is trying to attract regional training that there might be too much space available to be able to attract any training in Old Saybrook.

Chief Spera responded that the Police Academy is currently charging for training classes and that every department is trying to bring in subject matter experts and hold their own courses because the need for training is so great across the state.

Committee Chairman Moran asked if there should be a fourth Dispatcher position.

Mr. Humes responded that the Dispatch Supervisor's office can be adapted to a fourth position.

First Selectman Fortuna asked if the Emergency Operation Center was going to stay in Town Hall.

Chief Spera responded that the Emergency Operation Center will remain in Town Hall.

First Selectman Fortuna asked how Mr. Humes recommended communicating with the Committee in the future.

Mr. Humes told the Committee to gather their questions and he would come back and answer them all in person.

Committee Chairman Moran asked if the Space Needs Study should be given to the public.

Chief Spera responded that the final version of the Space Needs Study will be made available and posted on the Town's website.

V. Touring of other Municipal Police Facilities

This item was not discussed.

VI. Comments/Concerns of Committee Members

First Selectman Fortuna commented that once the Building Committee endorsed the Space Needs Study then an architect would be hired to design a floor plan.

Chief Spera commented that if any Committee Member had questions about the needs of the Department then they should call him prior to the next meeting.

Committee Member Hanover asked if a vote was possible during the next meeting.

First Selectman Fortuna replied that they should wait and see how the meeting goes before determining if a vote will occur.

VII. Public Comment


There was no public comment.

VIII. Adjournment

A motion was made by Committee Member Brophy to adjourn the meeting. The motion was seconded by Committee Member O' Brien. The motion to adjourn the meeting passed with a vote of 6 in favor and 0 against.

The next special Police Building Committee meeting is scheduled for January 22, 2013 at 7:00 p.m.

The meeting minutes for January 7, 2013, were prepared and respectfully submitted by:



Trent Gerbers
Records Clerk for the Old Saybrook Police Building Committee