

OLD SAYBROOK POLICE BUILDING COMMITTEE
Special Meeting
January 28, 2013
MINUTES

A special meeting of the Old Saybrook Police Building Committee was held on Monday, January 28, 2013, at the Old Saybrook Town Hall – 1st Floor Conference Room.

Present: Committee Chairman Dan Moran and Committee Members I. Ben Akin, Jerry Brophy, Patrick Maher, John O'Brien, Vito Savino, 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

Committee Chairman Moran called the meeting to order at 7:00 PM.

Committee Chairman Moran led the Committee in the Pledge of Allegiance

The Recording Clerk took attendance for the meeting. Carol Hanover was not present.

II. Public Comment

A member of the public asked if the Building Committee has approved a Space Needs Study and if that study was currently available to the public.

Committee Chairman Moran replied that the current Space Needs Study is still in its Draft State and that the Committee is currently debating the various aspects of that document.

First Selectman Fortuna added that the draft document was distributed at the previous Building Committee Meeting and as such, was a public document that could be shared.

III. Update from the First Selectman

First Selectman Fortuna informed the Committee that the generator was recently fired up and tested. The First Selectman also noted that at this time he is waiting on PURA to give Old Saybrook the go ahead to purchase the property.

Committee Chairman Moran replied that in the mean time we should continue to do our due diligence on the conditions of the existing building.

Chief Spera asked how the process will proceed once the property is purchased.

First Selectman Fortuna responded that the project will go to the Board of Selectmen, then the Board of Finance, then to a Town Meeting and finally it will go to referendum for a vote.

IV. Review and Discuss Space Needs Study

Committee Member O'Brien asked if there were any established parameters used to determine the size of meeting rooms and other spaces.

Mr. Humes responded that there is no standard formula used to determine square footage for specific rooms. He continued that Police Departments are developed uniquely on a town by town basis because every Department's operation is different. The space allocated for a particular room in one Department is not necessarily the space that is needed for a Department in another location.

Committee Member O'Brien asked Mr. Humes to clarify how the 1,000 square feet allocated to the Training Room could also be used for a Secondary Emergency Operation Center.

Mr. Humes responded that the 1,000 square feet allocated to the Training Room is so that 50 people could fit inside the room for Departmental meetings or for the purposes of hosting training seminars for other agencies. There is no square footage being specifically allocated for the purposes of a Secondary Emergency Operation Center. The room is simply being electronically outfitted to house the Secondary Emergency Operations Center during a time of Emergency. This room would never be an Emergency Operations Center and a Training Room at the same time.

Committee Member O'Brien asked if the Department needed as many kitchens as outlined in the Space Needs document.

Mr. Humes responded that this issue was for the Committee to determine.

Chief Spera added that there was only one full kitchen within the Department and that the area adjacent to the Public Meeting Room that has been designated as a kitchen is more of a communal space where coffee can be made. This keeps members of the public from utilizing the Department kitchen while they are in the building.

Committee Member Wight asked under what circumstances the Department would have 50 or more people in the Training Room.

Chief Spera responded that the entire Department meets approximately 6 times a year.

Mr. Humes added that 50 people coincides with predicated future staffing levels of the Department and is the minimum number needed for Old Saybrook to be considered as a host site for regional training.

Committee Chairman Moran asked about the number of female lockers.

Chief Spera responded that currently there are only 2 certified female officers but there are also female dispatchers and female Animal Control Officers.

Mr. Humes added that he has also taken into account further growth of the Department, stating that female officers are trending upwards in most Departments.

Committee Member O'Brien asked if there was a mandate that everyone in the Department have a locker.

Chief Spera responded that the only mandate is that he return employees home in the same condition they came to work in but every Department Member has uniforms and equipment to store and could utilize a locker.

Mr. Humes added that if the Committee was considering using smaller lockers, they would be better off simply going without because small lockers are unlikely to be utilized.

First Selectman Fortuna asked if the Department decided not to be a host site for training, what would be the next logical step down for the Training Room.

Mr. Humes responded that rather than decrease the square footage of the room, the Department could incorporate the Roll Call Room into the 1,000 square feet. This move, however, would make the Roll Call Room less private.

Committee Chairman Moran asked if it was possible for the Evidence Storage and Bulk Evidence Storage to be combined in some way.

Mr. Humes responded that evidence storage needs to be a heated and air conditioned space but bulk storage can be a cold storage so the two can't really be combined. However, bulk storage isn't something you are necessarily going to need to bring into the building.

Committee Chairman Moran asked if bulk storage would be located outside.

Mr. Humes responded that it would be a room off the garage.

Committee Chairman Moran asked about the average square footage per locker.

Mr. Humes responded that the lockers are 3 feet wide by 2 feet deep, with 4 feet in front of the lockers.

Committee Chairman Moran expressed his concern that not enough space has been allocated per locker in the locker room.

First Selectman Fortuna responded that this is an unlikely issue because there will never be that many people in the locker room at one time.

Mr. Humes stated that he allocated 21 square feet per locker.

Committee Chairman Moran responded that this number was close to his own calculations. He asked if the public restroom would be handicap accessible.

Mr. Humes responded that it would be handicap accessible.

Committee Chairman Moran asked what happens if more than one member of the public has to go to the bathroom.

Chief Spera responded that the Department has historically only had one public toilet in the lobby.

Mr. Humes added that there is no mandate stating that the lobby must have a public toilet but it is wise to have one if you are going to include a public meeting space within the Department.

Committee Chairman Moran asked if the employee kitchen would be a full kitchen.

Chief Spera responded that the employee kitchen would be a full kitchen.

Committee Chairman Moran referred the Committee to page 8 and asked if the Dispatch bathroom would be handicap accessible.

Mr. Humes responded that the Dispatch bathroom would be handicap accessible.

Committee Member Akin commented that there should be 2 or 3 lockers in the immediate Dispatch area since the Dispatchers cannot leave their station. He added that these lockers would be smaller than their lockers located in the locker room.

Mr. Humes responded that he could add lockers to the Dispatch area if the Committee thought that was necessary.

Committee Chairman Moran asked if there was a way that Mr. Humes could designate which offices and spaces required four hard walls.

Chief Spera responded that the rooms are designated by function, not by person. Each room is set up so that anyone in a particular role can utilize the space. For example, the Animal Control Office is for three people but there is only one work station that they share.

Committee Member O'Brien noted that in the Records Room there are four workstations and he asked if that means there are four separate office spaces for each work station.

Mr. Humes responded that individual workstations do not necessarily mean that four walls need to be put up to separate those stations. In the Records Room there will be four stations in one room with no walls separating the stations.

Committee Chairman Moran asked how they would know who gets four hard walls and what offices need soft walls.

Mr. Humes responded these determinations are more for the floor plan than the Space Needs document.

Chief Spera added that the current set up is consistent with the hierarchy system of the Department with offices being sized by rank.

Mr. Humes commented that the architect needs to be able to look at the Space Needs Study and understand what you want inside your rooms and what needs to be functional inside those rooms. The square footage will be flexible but what needs to go into those rooms and take place inside those rooms is not flexible.

Committee Member Sparaco noted that the Department needs to fit into the existing building and naturally, adjustments will have to be made to fit into the space that exists.

Committee Member O'Brien asked about the exterior light referenced on page 9.

Mr. Humes responded that he has designated certain offices to receive natural light through a window.

Committee Member Wight asked if the Space Needs Study specifies which offices should receive natural light.

Committee Chairman Moran responded that the offices receiving natural light are designated in the study.

Committee Chairman Moran asked about the administrative reception area on page 10 of the Space Needs Study.

Mr. Humes responded that there would be a work station for one, which is for the Chief's Secretary and seating for one or two visitors.

Committee Chairman Moran commented that he believes the proposed lobby is too large.

Mr. Humes responded that his proposed lobby is only 40 square feet larger than the current lobby.

Committee Chairman Moran added that this is an area we can discuss and work on as floor plans are developed.

Committee Chairman Moran stated that he assumed the private bathroom is reserved for the Chief and Lieutenant.

Mr. Humes responded that the assumption is correct and there are also two private lockers in that area as well.

Committee Member O'Brien asked about the Conference Room located near the Criminal Investigation offices.

Mr. Humes responded that this conference room is for the Detectives and the Youth Officers.

Chief Spera added that one of the concepts that we encourage at the Department is the suite environment where several offices back up into one conference area. This allows the detectives to use that space as a Major Crimes Room or for any other joint purpose if need be.

Mr. Humes also stated that the conference rooms are being designed for multiple purposes and functions. When these rooms are not being used for those functions, they can be used as conference rooms.

Committee Member Maher asked if the decontamination area was for officers only or if prisoners would be utilizing it as well.

Mr. Humes responded that prisoners have their own secure shower location.

Committee Member Maher asked if there would be fire suppression in the prisoner detainment area.

Mr. Humes responded that there would be a fire suppression shut off valve with a tamper switch in this area. He added that each cell is required to have a sprinkler in it so the shut off valve is near the detainment area just in case the water needs to be turned off quickly.

Committee Chairman Moran asked if the Master Sergeant Offices would have 4 hard walls.

Mr. Humes responded there would be two Master Sergeant Offices and both would have four hard walls.

Committee Chairman Moran asked if the Sergeant Offices would have four hard walls.

Mr. Humes responded that the Sergeant Offices would have four hard walls but the Sergeants share the offices and rotate through them.

Committee Chairman Moran asked if there was a list of equipment available for the proposed Physical Training Room.

Mr. Humes responded that the reason the proposed size for this space has gone down is because most Departments are getting away from free weights and moving more towards cardiovascular equipment

Committee Member O'Brien asked if most Police Stations are built with Physical Training Rooms.

Mr. Humes responded that most Departments do have Physical Training Rooms and it is typically a morale boost for the Department.

Committee Member O'Brien asked what most towns do when a Physical Training Room is not provided.

Mr. Humes responded that they typically pay the dues for their officers to train locally somewhere else.

Committee Chairman Moran asked Chief Spera if the Department already possessed the equipment needed for the proposed Physical Training Room.

Chief Spera responded that the Department currently has cardio equipment and free weights. Chief Spera noted that a professional should determine what equipment is needed and what we already own that can be moved over.

Committee Chairman Moran asked if the laundry room could be combined or fit into the custodial room.

Committee Member O'Brien asked if we need a laundry room.

Chief Spera responded that the Department does have a need to wash materials and uniforms when other vendors are not available or cannot be used due to the condition of the soiled material.

Committee Chairman Moran asked if the Animal Control Office has four hard walls.

Mr. Humes replied that the Animal Control Office does have four walls.

Committee Chairman Moran asked about the space allocated for the HVAC System in the Computer Room and the Communication Room.

Mr. Humes replied that each room does have space allocated for an HVAC System but some Departments have looked to combine the two rooms so that only one HVAC System needed to be set up. The disadvantage of this setup is that there are specific vendors for each system and you don't necessarily want the vendor for one system to have access to the other.

Committee Chairman Moran added that with a pre-action system in place for these rooms, it is possible that the gas would eliminate a fire before the sprinklers were triggered, which would ruin the equipment.

Committee Chairman Moran asked if it was possible to have one pre-action system work in three different rooms.

Committee Member Maher responded that this was possible.

Committee Member Maher asked if the Sally Port doors would have remote access through the police vehicles.

Mr. Humes responded that access to the Sally Port will go through Dispatch because they would have a direct visual on the activity taking place in the Sally Port and could determine if it was clear for entry.

Committee Chairman Moran asked if the Sally Port would have space for two vehicles.

Mr. Humes responded that there would be space for two vehicles.

Chief Spera added that he would prefer the Sally Port be able to accommodate two vehicles side by side.

Committee Chairman Moran asked if the Sally Port would have 10 foot doors.

Mr. Humes responded that the Sally Port would have 10 foot doors.

Committee Chairman Moran asked about the hose located in the Sally Port.

Mr. Humes replied that the hose is included so the Department can wash down vehicles if need be.

Committee Chairman Moran asked if the Sally Port would have exhaust fans to ventilate carbon monoxide.

Mr. Humes responded that a carbon monoxide monitor would trigger the exhaust fans if the levels reached a certain point.

Committee Chairman Moran noted that if the Department were going to wash vehicles down it might be better to set this station up in a separate bay.

Mr. Humes agreed saying that salt from the vehicles must drain into a holding tank and cannot enter in a storm drain.

Committee Chairman Moran asked about the processing bay.

Mr. Humes responded that one bay will be securable for vehicle processing or bulk evidence processing. This bay will be fenced off temporarily with either a wire mess or retractable chain link. There would be no hard wall between the two bays.

Committee Member Maher asked if the Department would have 7 cells.

Mr. Humes replied that there are seven cells, 6 standard cells and 1 handicap accessible cell.

First Selectman Fortuna stated that as the Committee continues through the process it is important to remember that the final building may end up being slightly more or less than the Space Needs Study because they are working with an existing building.

Chief Spera added that when the Committee agrees to the Space Needs Study in concept that does not mean they have agreed on a final square footage. Additionally, the Chief stated that it will be easier to debate the finer details of the building once the Space Needs Study is turned into a floor plan.

Mr. Humes stated that the Space Needs Study is a document meant to show the architect what you need to see in the building when he is designing a floor plan. The architect will shoot for the square footages recommended in the Space Needs Study but they will not all be attainable. The goal is to have a building with everything in it that you need and not to exceed the recommended square footage.

Committee Chairman Moran asked about Explorer equipment storage.

Chief Spera responded that there are currently 6 Explorers.

Mr. Humes added that the Explorer area is not a changing room but intended only for locker storage.

Committee Member O'Brien asked if the Explorer program was currently operational.

Chief Spera responded that the Explorer program was taken out of the Police Budget and is currently being funded through donations into an off budget account.

Committee Chairman Moran asked about the boot washing station.

Mr. Humes responded that this area would consist of a ceramic tile basin with a spray valve that would allow officers to clean off their boots before entering the Department. It would be located in the garage at the employee entrance.

Committee Chairman Moran if the 18,500 square feet allocated to the new building includes the storage outbuilding.

Mr. Humes responded that the 18,500 square feet includes the 2 vehicle bays but does not include the storage outbuilding, which consists of an additional 4,470 square feet.

Committee Chairman Moran asked if the 15 public parking spaces would be adequate.

Mr. Humes responded that 15 spaces at minimum is his recommendation.

First Selectman Fortuna noted that the Department could approve the Space Needs Study for the 18,500 square feet allocated to the building and have the outbuilding bid on separately.

Committee Chairman Moran stated that the new building will need flagpoles and signage. He asked Mr. Humes what he thought about the condition of the parking lot.

Mr. Humes replied that he had not taken a close enough look to comment on the parking lot.

V. Touring of other Municipal Police Facilities

This topic was tabled.

VI. Comments/Concerns of Committee Members

Chief Spera asked the Committee what the next step is.

First Selectman Fortuna responded that the next step is for the Committee to endorse the Space Needs Study or send it back to Mr. Humes for revisions.

Mr. Humes added that the Committee Should be sure that the Space Needs Study has everything that they want in the building before endorsing it because they will have to pay an architect every time a new floor plan has to be created. If this Space Needs Study does not represent your design intent then you should not endorse it.

First Selectman Fortuna noted that over the course of the evening he had heard a few recommendations on how to cut space by a few hundred square feet but not one had proposed any cuts that would eliminate 1,000 square feet or more.

Chief Spera added that two independent Space Needs Studies have been conducted and they have come out almost exactly the same, showing that the need for the requested if fairly consistent.

Committee Chairman Moran stated that the final cost shouldn't be a shock to anyone and when the Committee gets to a point when costs are being discussed, every cost should be included so that the public completely understands the value of the project.

Mr. Humes also noted that the Space Needs Study presented allows for Departmental growth over the next 20 years. He concluded, however, that if he scaled back the growth planning it is probable the project would be scaled back by less than 1,000 square feet.

Committee Member Brophy stated that the Committee should try to develop a general budget if possible so that cost discussions could be driven by a logical reference point.

Committee Member Moran suggested that a schematic work up of the current property be conducted based on the specifics in the Space Needs Study.

Mr. Humes agreed that this would be a good idea.

Chief Spera stated that the Committee should endorse the Space Needs Study and move on to the next level. He continued that after going through the study page by page, there were no suggestions that saved thousands of square feet worth of space and the only way to continue the debate on where things should go inside the building is to have a floor plan developed.

Committee Chairman Moran stated that he is comfortable with 18,500 square feet as an estimate for the building.

Police Commission Chairman Burnham agreed stating that by endorsing the Space Needs Study, the Committee is not stating that 18,500 square feet is the final square footage of the project.

Chief Spera recommended that someone should make a motion to either endorse the Space Needs Study or schedule another meeting to continue the discussion.

Committee Member Savino stated that the Committee had discussed a lot of information and they should take some time to process that information before any motions were made.

Chief Spera asked the Committee what they would like him to be prepared to discuss. He noted that the 6 garage bays seemed to be a point of contention and that the Committee could discuss the possibility of doing certain parts of the project as add alternate.

Committee Member Maher asked if the various conference rooms can be combined and outfitted with dividers.

Chief Spera replied that he'd rather the Training Room be cut completely than have it combined with the Roll Call Room.

Chief Spera asked if the proposed Schematic would be developed based off of the already existing location at Lynde Street.

Committee Chairman Moran replied that the schematic would be based off the proposed building and that this step is one that would be taken at some point in the process anyways. The Committee is just doing it earlier so that document could be used for further and more detailed discussion.

First Selectman Fortuna added that he would hire an architect to create the schematic presentation and that he would try to make sure that architect was also the architect who would be in charge of the entire project.

Committee Chairman Moran made a motion to have First Selectman Fortuna hire an architect to create a schematic presentation for the Lynde Street location based on the details contained within the current Space Needs Study. The motion was seconded by Committee Member Sparaco. The motion passed with a vote of 7 in favor and 1 against, with Committee Member Savino dissenting.

First Selectman Fortuna suggested that the next meeting scheduled for February 4th, 2013, be cancelled and that the Committee wait for his word to schedule the next meeting.

VII. Public Comment

There was no public comment.

VIII. Adjournment

A motion was made by Committee Member O'Brien to adjourn the meeting. The motion was seconded by Committee Member Sparaco. The motion to adjourn the meeting passed with a vote of 8 in favor and 0 against.

The time and location of the next Police Building Committee meeting is to be determined

The meeting minutes for January 28, 2013, were prepared and respectfully submitted by:



Trent Gerbers
Records Clerk for the Old Saybrook Police Building Committee