

OLD SAYBROOK POLICE BUILDING COMMITTEE
Regular Meeting
March 4, 2013
MINUTES

A regular meeting of the Old Saybrook Police Building Committee was held on Monday, March 4, 2013, at the Pasbeshauke Pavilion.

Present: Committee Chairman Dan Moran and Committee Members Ben Akin, Jerry Brophy, Carol Hanover, Patrick Maher, John O'Brien and David Wight. Also present were First Selectman Carl Fortuna, Police Commission Chairman Christina Burnham and Police Chief Michael Spera. Committee Members Lee Sparaco and Vito Savino were not present.

I. Call to Order/Pledge of Allegiance/Attendance

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

Chairman Moran led the Building Committee in the Pledge of Allegiance.

The Recording Clerk took attendance for the meeting. Committee Members Lee Sparaco and Vito Savino were absent.

II. Meeting Minutes Approval

a. October 1, 2012

Committee Member Akin made a motion to approve the October 1, 2012 Meeting Minutes. Committee Member O'Brien seconded the motion. The motion to approve the October 1, 2012 Meeting Minutes passed with a vote of 6 in favor and 0 against with Committee Member Hanover abstaining.

b. October 15, 2012

Committee Chairman Moran made a motion to approve the October 15, 2012 Meeting Minutes. Committee Member O'Brien seconded the motion. The motion to approve the October 15, 2012 Meeting Minutes passed with a vote of 6 in favor and 0 against with Committee Member Akin abstaining.

c. November 19, 2012

Committee Member O'Brien made a motion to approve the November 19, 2012 Meeting Minutes. Committee Member Akin seconded the motion. The motion to approve the November 19, 2012 Meeting Minutes passed with a vote of 6 in favor and 0 against with Committee Member Brophy abstaining.

d. January 7, 2013

Committee Chairman Moran made a motion to approve the January 7, 2013 Meeting Minutes. Committee Member O'Brien seconded the motion. The motion to approve the January 7, 2013 Meeting Minutes passed with a vote of 7 in favor and 0 against.

e. January 28, 2013

Committee Chairman Moran made a motion to approve the January 28, 2013 Meeting Minutes. Committee Member O'Brien seconded the motion. The motion to approve the January 28, 2013 Meeting Minutes passed with a vote of 7 in favor and 0 against.

III. Update from the First Selectman

First Selectman Fortuna informed the Commission that the 60 day time table to purchase the building began on February 15, 2013. The First Selectman continued that \$1.6 million was appropriated for the acquisition of the building, the closing costs and the creation of design documents. The appropriated funds and the purchase of the property at Lynde Street will be discussed at a town meeting on Monday, March 18, 2013 at Old Saybrook Middle School and then the issue will move to town referendum on Thursday, March 28, 2013 at Old Saybrook High School. The First Selectman concluded that if the referendum passes then an architect and construction manager will be chosen in early April and design documents will be developed over the next three months. The overall goal is to have shovels in the ground sometime in the fall.

Committee Member Akin asked if a construction manager was needed for a project of this size.

Chief Spera stated that he thought the town was hiring a construction managing group.

Committee Member Akin responded that there are three entities: the architect, the construction manager and the contractor. The architect creates all the design and contract documents. The construction manager works with the architect and oversees the work done by the contractors to ensure that the project comes in on budget and that the contractor does not cut any corners. The construction manager works for the town.

First Selectman Fortuna added that his understanding was that an architect would be hired, followed by a construction manager and then the project would be bid out to contractors.

Committee Member Akin responded that the Committee has to determine how much control they want to have over the process. You either have to pay additional fees to the architect to oversee the construction or you hire a construction manager to oversee the project on your behalf.

Committee Member Maher added that he has always favored having a construction manager.

Chief Spera responded that he was under the impression that a hybrid approach had been decided upon where the architect designs the building, a construction manager checks the work and bids it out to the contractors and then a clerk of the works is hired to oversee the construction.

Committee Member Akin stated that it is the construction manager's job to oversee the construction and that he works for a flat fee. The construction manager works with the architect and gives you a cost guarantee that the project will not exceed a certain dollar amount.

Chief Spera asked who watches the construction manager.

Committee Member Maher responded that the clerk of the works would be the person to oversee the construction manager.

Committee Member Akin added that if the town had a professional capable of doing the job then he or she could be the clerk of the works.

Police Commission Chairman Burnham responded that this would likely be someone that the town would have to hire from the outside.

Mr. Humes added that if you hire a general contractor who is collecting money based on how far under budget the building is constructed then you need a clerk of the works to oversee that contractor. However, a construction manager is hired for a flat fee, which eliminates his interest in cutting corners during

construction. There might be other ways the Construction Manager could increase the amount of his fee but that would all be negotiated ahead of time.

Committee Chairman Moran asked Mr. Humes if he could provide the First Selectman with some sample Front End documents for him to review.

A Member of the Public stated that she had been on a building committee that used a construction manager at risk and that he worked for a flat fee and oversaw the construction of the project. She said there are many ways that the fee can be increased but it depends on how the negotiations go with the construction manager. She concluded that it was helpful to have the same person on site every day.

Mr. Humes added that using a construction manager might end up being a percentage of two higher than the lowest bid from a contractor but it generally results in much higher quality.

First Selectman Fortuna asked at what point the committee should choose a construction manager, assuming the referendum passes.

Mr. Humes responded that the construction manager should be chosen soon after the referendum vote.

Committee Member Wight asked if the construction manager is bidding out each piece of the building separately, how can he guarantee the price?

Mr. Humes responded that the contractor will only give you the guaranteed maximum after the project has been about 70% bid out.

Chief Spera asked the First Selectman if he was going to give preference to local contractors.

First Selectman Fortuna responded that some towns have ordinances that state if a local contractor is within 10% of the lowest bid then the contract will go to the local business. He continued that Old Saybrook doesn't have any ordinances like that but he likes the concept in theory. He concluded that he would have to take a look at how the bottom line for the project was affected before making any decisions.

Committee Chairman Moran asked if there were any local ordinances with regards to using minority owned business or businesses owned by women. Additionally, Committee Chairman Moran asked if this project would be a union job.

First Selectman Fortuna responded that he could not imagine any scenario in which this would not be a union job.

IV. Schematic Design Review

Mr. Humes presented the schematic Design for the Police Department at 37 Lynde Street. The following questions were asked:

First Selectman Fortuna asked how much of the building would be newly constructed.

Mr. Humes responded that the back part of the building containing the gym, the covered parking, evidence rooms, detainee area and Sally Ports are all areas that would have to be constructed.

Committee Member Hanover asked if there was a requirement for how many cells the Department must have.

Mr. Humes responded that there is no mandate on how many cells you must have, only that males, females and juveniles be separated by sight and sound. Mr. Humes continued that the proposed number of cells accounted for predicted increases in activity over the next 20 years.

Chief Spera added that the proposed setup would allow for three separate pods to be utilized for arrests so the Department could house a female, male and juvenile prisoner at the same time in three distinct areas.

First Selectman Fortuna stated that if there was a way to reclaim the space currently occupied by the generator, that space could be used to cut down on the amount of new construction for the building. He asked what the cost of moving the generator would be.

Mr. Humes responded that for this exercise what the Committee needs to consider is, “does the existing building work for its desired purpose,” which it does. Secondly, there is potential to reduce the amount of new construction needed for the building but those are discussions to have with your architect and construction manager. They will be able to give you better information about what can and cannot be done.

Chief Spera also asked how much sense it makes to keep a twenty year old generator. He concluded that it wouldn't make sense to build a brand new police station and have to request the funds for a new generator after only a couple of years.

Committee Member Hanover stated that she believes it is a mistake to reduce the size of the training room. She continued that the police force is a great asset to the town and the town should invest in their future training.

Committee Member Akin asked if it would be possible to utilize The Kate for training during the day.

Chief Spera responded that The Kate is not a proper classroom setting.

Committee Member Brophy commented that The Kate is under-utilized during the day.

Chief Spera again stated that the space at the theater is not conducive for a training class.

First Selectman Fortuna asked where the Department does their training now.

Chief Spera responded that the Department trains anywhere they can find available space. The Chief continued that he cannot endorse a new building that does not allocate any space for professional development.

Chairman Burnham added that the Department has officers that are capable of running training courses and the town should be able to benefit from those skills by conducting training in-house at a cost saving to the town. Additionally, training sessions could be held for other municipal departments, which would bring in revenue.

Committee Member Akin asked about the typical dimensions of a firing range.

Mr. Humes responded that 25 yards is the certifiable distance needed for a range, however, he always plans for 100 feet per lane. He recommended that the width of each lane be no less than four feet.

First Selectman Fortuna stated that he could not endorse a firing range at this time. He added that his primary focus is to build the Police Department that the town needs and a firing range could be considered as an add-on at some point in the future.

Chief Spera added that he and the First Selectman had discussed the possibility of finding space in town where a range could be built by the Police Department.

Committee Member O'Brien asked how many stations typically have a laundry room.

Mr. Humes responded that the last four stations he built had a laundry room.

Committee Member O'Brien asked why some offices have more than one window.

Mr. Humes responded that the only singular office with multiple windows was the Chief's office. The other spaces that had more than one window were office spaces that housed more than one person at a time.

Committee Member O'Brien asked what the ballpark price is to cut a window into the building.

Mr. Humes replied that the cost would be roughly \$3,000 to \$3,500.

First Selectman Fortuna commented that the locker room had almost doubled in size from the initial space needs study.

Mr. Humes replied that he had underestimated the space needed for the proposed number of lockers, which accounted for the dramatic increase in square footage. He continued that to reduce square footage, there would need to be a reduction in the number of lockers proposed which are 30 patrol lockers and 17 civilian and dispatch lockers.

First Selectman Fortuna asked if most Police Stations are built with physical training rooms.

Mr. Humes replied that most Departments have a physical training room and the Police Stations that do not provide one typically pay for gym memberships for the staff.

First Selectman Fortuna asked Mr. Humes about what most Departments use for generators.

Mr. Humes replied that most Departments use electric generators with a diesel fuel back up. He added that natural gas generators are a concern because there is potential for an interruptible supply.

Committee Member O'Brien asked if any functions in the outbuilding could be combined with the constructed garage space.

Mr. Humes replied that this was possible but it would constitute a significant change to the results of the space needs study.

Chief Spera asked if Mr. Humes could label the most expensive construction areas of the building to the least expensive construction areas.

Mr. Humes replied that the most expensive area is the new construction area at the back of the building and the least expensive is the five car garage.

Committee Member O'Brien asked what the next step in the process is.

First Selectman Fortuna replied that the next step is get move the project to referendum and then begin creating the design documents for the building.

Mr. Humes added that the Committee would get detailed cost estimates throughout the process.

V. Report on RFQ Response

First Selectman Fortuna reported that there were three companies that responded to the RFQ. The three companies will be discussed by the Committee at a later meeting.

VI. Comments/Concerns of Committee Members

Committing Chairman Moran stated that the next meeting could be used to begin interviewing construction managers. He proposed the possibility for a subcommittee to be formed for the purpose of interviewing the construction managers and bringing their recommendation to the full Committee.

First Selectman Fortuna commented that he would discuss a sub-committee with Chairman Moran and then reach out to the Committee to see who would be interested and available.

Chief Spera thanked Mr. Humes for his work and for helping the Building Committee through the process.

VII. Public Comment

There were no comments from the public.

VIII. Adjournment

Committee Chairman Moran made a motion to adjourn. Committee Member O'Brien seconded the motion. The motion to adjourn the meeting passed with a vote of 7 in favor and 0 against.

The time and place for the next Police Building Committee meeting is to be determined.

The meeting minutes for March 4, 2013 were prepared and respectfully submitted by:

Trent Gerbers
Records Clerk for the Old Saybrook Police Building Committee