

**OLD SAYBROOK POLICE BUILDING COMMITTEE**  
**Regular Meeting**  
**October 21, 2013**  
**MINUTES**

A regular meeting of the Old Saybrook Police Building Committee was held on Monday, October 21, 2013, at the Pasbeshauke Pavilion.

**Present:** Committee Chairman Dan Moran and Committee Members Jerry Brophy, Carol Hanover, Patrick Maher, John O'Brien, Vito Savino, Lee Sparaco and David Wight. Also present were First Selectman Carl Fortuna, Police Chief Michael Spera and Police Commission Chairman 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 Building Committee in the Pledge of Allegiance.

The Recording Clerk took attendance for the meeting. Committee Member Akin was absent.

**II. Public Comment**

There was no public comment.

**III. Update from the First Selectman**

First Selectman Fortuna informed the Committee that he has begun preparing the official statement for the Police Building Project. He added that he expects the town's financial rating to remain at its current level of AA2. First Selectman Fortuna also congratulated the Committee on their achievement of passing the project through referendum, stating that the previous two Building Committees had not been able to progress this far in the process.

First Selectman Fortuna stated that he would like to formally reestablish a subcommittee, using the original members appointed to the subcommittee. As such, the First Selectman appointed Lee Sparaco, Dan Moran, David Wight and John O'Brien as members of the subcommittee.

Chief Spera disagreed with the subcommittee roster, stating that he was a member of the original subcommittee and that Vito Savino was also a member of the subcommittee.

First Selectman Fortuna and Chief Spera agreed to review previous meeting minutes to determine the appropriate roster for the subcommittee.

Chief Spera asked Downes to explain the decisions that would be brought to the subcommittee as opposed to the full group.

Downes explained the subcommittee would be presented with day-to-day procedural issues. For example, if a particular brand for a fixture is specified in the contract but that brand is not available, then the subcommittee will be presented with alternative options for that fixture. Downes continued that the importance of the subcommittee is to keep the project moving forward without having to wait for a monthly meeting of the full group.

Committee Chairman Moran asked if Downes was planning to meet with town representatives and various local boards with regards to the project.

Chief Spera added with projects of this magnitude, it is typical for the managing firm to meet with the legal traffic authority, the fire marshal, the zoning board, etc. He stated that several local officials are eager to weigh in on the project as soon as possible.

Committee Chairman Moran agreed, saying that the Committee wants to get input from all the right people before the project progresses too far.

Downes asked for a list of the various boards and officials that needed to be addressed so that presentations could be prepared.

First Selectman Fortuna stated that he would begin setting up the meetings when the design documents were finished.

Chief Spera asked if the subcommittee should meet on a weekly basis.

Downes responded that they meet with the subcontractors every two weeks, which is why they recommend biweekly subcommittee meetings.

Committee Member Savino asked if there was any rule that prohibits other committee members from attending subcommittee meetings.

Committee Chairman Moran stated that there is no rule that prohibits other committee members from attending subcommittee meetings.

Committee Member Sparaco added that subcommittee members should be able to get together almost immediately for some issues so that the project is not delayed.

Downes added that there are some decisions that they are comfortable making without the committee because the right choice is obvious but if the committee wanted to establish a dollar amount for issues or changes that necessitated a subcommittee meeting then the group could do that.

Chief Spera emphasized the need for transparency throughout the decision making process. He stated that there would be some decisions that would be made exclusively by him on behalf of the Department with regards to procedural type functions for the building but that any meeting held by the subcommittee or full committee needs to be properly posted with an agenda and minutes taken for the meetings.

Committee Chairman Moran asked Downes if they would be using state contracts.

Downes replied that they liked to use state contracts for FF&E. They stated that with most furniture choices, samples could be delivered to the committee and to the Department for examination and testing prior to a selection being made.

Committee Chairman Moran asked if most product warranties are for one year.

Downes replied that most warranties are one year by contract but that some things, such as the roof, have extended warranties. Downes added that they would turn over all warranty information prior to the end of the project.

Committee Chairman Moran asked if there would be any comprehensive training on how to run the building during an emergency situation.

Downes replied that there would be training on how to run the various systems within the building and that it would be videotaped so that the tapes could be referenced in the future.

Committee Chairman Moran added that more than one person should be trained and that at least one member of the Department should be trained as well.

#### **IV. Update from Downes**

1. Design Update: Downes stated that the design development for the project is about 90% complete. They added that the design work will be finished after a few meetings with Chief Spera.
2. Storage Building: Downes informed the Committee that the space for the storage building will be shown on the design plans as space for a future building and electrical conduits will be installed for the future building. They added that nothing will be laid down for the foundation of the building because all of the costs for the storage building were taken out of the budget.

Chief Spera disagreed with this assessment and stated that money for the hard costs of the storage building were taken out of the budget but that the design costs for the storage building were left in the budget. Chief Spera also stated that the Committee was initially told the time to lay foundation for the storage building would be during the initial construction of the Police Building.

Downes replied that Chief Spera was incorrect and that all costs associated with the storage building were taken out of the budget.

Chief Spera again asserted that this was not the initial conversation and that the design costs for the storage building were still in the budget and that he would like to use that money for future hard costs, such as laying foundation for the storage building.

First Selectman Fortuna stated that he would go through the budget documents with Chief Spera and Downes next week to determine if the design cost for the storage building was taken out of the budget.

3. Fuel Dispensing: Downes reported that the Fire Department was interested in having a redundant source of diesel fuel and that the Police Department had plans to house the redundant tank. They added that all turning radiuses were estimated and that all the Fire Department vehicles could utilize the fueling station. Downes recommended that the area currently reserved for the future firing range be paved so that it would be easier for the largest Fire Department vehicles to use the fueling station.

Chief Spera stated that in a meeting with the Police Commission, Downes had committed to adding more parking spaces at the front of the building and if that would still be the case.

Downes stated that they were still planning on adding the spaces up front and the only area that would be affected by their recommendation would be the space for the future firing range. Downes asked how many gallons it would take to fill up all emergency vehicles once.

Chief Spera responded that it would take approximately 550 gallons to fill all the town's emergency vehicles once with diesel fuel.

Committee Member Savino stated that a redundant source of diesel fuel would be safer at the Police Department.

Chief Spera responded that he was in favor of having a redundant source of diesel fuel for the town but that the Fire Chief should be included in discussions with regards to the diesel fueling location.

First Selectman Fortuna suggested that the Police Department only have gasoline onsite and that he would discuss diesel redundancy with the Fire Chief.

Chief Spera agreed, stating that the Fire Chief had outwardly expressed interest in housing the redundant fueling station at the back of the Fire House.

Downes asked if any consideration had been given to an electric vehicle charging station.

First Selectman Fortuna stated that he liked the idea for the town but not necessarily for the Police Department.

Chief Spera added that the mobile command unit does require a charging station.

Downes replied that the charging station for the mobile command unit was already part of the project budget.

4. Schedule:

- Construction Document Design Complete – January 1, 2014
- Bid & Award Sub Contractors – March 1, 2014
- Mobilize & begin submittals – March 1, 2014 – March 15, 2014
- Begin Construction – March 15, 2014
- Construction Complete – May 1, 2015

First Selectman Fortuna informed the Committee that he was applying for a grant for the project's green space and that he might try to add the cost of demolition of the old Police Building to the grant.

Committee Member Savino stated that the residents of Lynde Street were told that the entrance and exit for construction would be on Main Street.

Committee Chairman Moran asked if a construction road to the site could be built.

Downes replied that they would take care of that if it was necessary.

Committee Chairman Moran asked if the surrounding residents would be informed about the beginning of construction.

Chief Spera stated that regular updates in Harbor News would be a good idea. Chief Spera asked if construction fencing would go around the entire property.

Downes replied that fencing would surround the entire construction site and that the boundary would be at the back of the employee parking lot.

Committee Chairman Moran stated that there should be a meeting with all the surrounding residents to answer questions and keep them informed.

Chief Spera agreed and stated that the meeting should take place before the construction begins.

First Selectman Fortuna stated that a meeting is a good idea and that a mailer to the residents might also be affective. First Selectman Fortuna stated that there just needs to be an open line of communication.

Downes stated that one controversial issue for the project is that many trees will have to be taken down along the sides of the property. They added that they would prefer to clean up the brush along the residential side but many trees would have to be removed from the St. John's side of the property.

Chief Spera stated that the Committee had promised a member of the neighborhood that trees would be trimmed but that not many trees would be cut down.

Downes replied that most of the trees on the St. John's side would be cleared for the pathway that connects Main Street to Lynde Street but that trees on the residential side would be trimmed.

5. Landscape Architect: The architecture firm has been holding off on hiring a landscape architect because they are waiting for direction from the First Selectman.

First Selectman Fortuna responded that Jucunski Humes could hire a landscape architect at their discretion.

**V. Building Committee's Role with Construction Project**

There were no comments

**VI. Comments or Concerns from Committee Members**

There were no comments

**VII. Adjournment**

**Committee Member Brophy made a motion to adjourn. Committee Member Wight seconded the motion. The motion to adjourn the meeting passed with a vote of 8 in favor and 0 against.**

The meeting minutes for October 21, 2013 were prepared and respectfully submitted by:

Trent Gerbers  
Recording Clerk for the Old Saybrook Police Building Committee