

OLD SAYBROOK POLICE BUILDING SUBCOMMITTEE
Regular Meeting
May 21, 2014
MINUTES

A regular meeting of the Old Saybrook Police Building Subcommittee was held on Monday, May 21, 2014, at the Lynde Street job site.

Present: Committee Chairman Dan Moran, Jerry Brophy, John O'Brien, Lee Sparaco. Also present were Finance Director Carver, Building Inspector Lucas, and Police Chief Michael Spera

I. Call to Order

Committee Chairman Moran called the meeting to order at 10:35 AM.

The Recording Clerk took attendance for the meeting.

II. Public Comment

There were no comments from the public.

Committee Chairman Moran made a motion to add "Approval of the Meeting Minutes" to the meeting agenda. The motion was seconded by Committee Member Sparaco. The motion passed with a vote a 4 in favor and 0 against.

Downes Commented that they would like their statement with regards to Item 3 (DEEP Site Visit) to reflect that dust control procedures such as wetting the ground and using calcium chloride were implemented.

Committee Chairman Moran added that he did not recommend spending a lot of money to grow grass at the 225 Main Street Site.

Chief Spera clarified that this property is not part of the building project, which means that it should not be paid for from the Police Building Budget.

Committee Chairman agreed saying that the committee is not obligated to do anything with that property.

Downes commented that they would like their statement with regards to Item 5 (Submittal Status and RFI Status) to reflect that, "Possibly anything can be changed but it would take money to do so."

Downes commented that they would like their statement with regards to a snow guard question asked by Committee Chairman Moran to be revised to, "Downes/Mr. Humes replied that they weren't sure about the snow guards being used but they would find the answer and advise Committee Chairman Moran in the future."

Downes commented that they would like their statement with regards to the construction contingency to be revised to say, "Downes replied that they are managing the construction contingency money as part of the overall GMP and they are having their Subcontractors price out change orders."

Chief Spera interjected that these corrections could constitute wordsmithing and trying to rewrite history.

Finance Director Carver replied that clarifications are important because someone reading the minutes could misinterpret them.

Committee Member O'Brien stated that it was his understanding that a change to the contingency is made by a change order, which must be approved by the First Selectman.

Downes replied that a change order to the GMP is managed by Downes and that they have a responsibility to inform the town of those changes but do not necessarily need to seek approval.

Chief Spera stated as an example that because the air conditioning units cannot be reused, the delta cost for new units would come out of the Contingency Fund, but the First Selectman doesn't have to sign off on the change.

Downes replied that the example was correct.

Committee Chairman Moran stated that the project deltas will be given to the committee so they can review which items saved the project money and which items cost the project money.

Downes commented that they would like would like the following comment added to Item 5 (Submittal Status and RFI Status), "As the project progresses, complete budget reporting, including a balance of the Contingency Fund, will be provided."

Finance Director Carver stated that she would like to be recognized for her presence at the May 7, 2014 Police Building Subcommittee Meeting.

Chief Spera added that it was discussed at the last meeting that Finance Director Carver would review all financial submissions.

Committee Member Sparaco moved to approve the minutes as amended. The motion was seconded by Committee Chairman Moran. The motion to approve the May 7, 2014 Police Building Subcommittee Minutes as amended passed with a vote of 4 in favor and 0 against.

III. Progress Reports from Downes

A. Work Completed Since Project Start

Downes reported that the following items have been completed since the start of the project:

- Foundation walls for addition
- Demo of stairs and pads in lower area
- Exterior backfill of walls
- Clerestory removal
- Block infills

B. Work in Progress

Downes reported that the following items are currently in progress:

- Brick infills
- Underslab MEP in addition
- Toothing of exterior infills
- Removal of stairs and pads from lower area
- Conduit install in office area
- MEP coordination
- Dust Control

C. Work to start before within two weeks

Downes reported that the following items will begin within two weeks:

- Removal of roof framing and decking at clerestory
- Excavate and form new piers at clerestory
- SOG at existing building
- Site utilities

D. Old Business

1. Webcam Status

Downes stated that the camera is installed and could be running by the end of the day. Downes added that they hope to provide links to the live video feed by the end of the week. Downes stated that they now consider this item closed.

2. Secondary Emergency Police Vehicle Exit

Proposed revisions include:

- Elimination of emergency driveway from the radio tower to the former Main Street PD parking lot.
- Keep section of driveway to access radio tower. Change to process aggregate roadway.
- Addition of a pass-through driveway to Church property to the North.
- Relocation of the dumpster enclosure to the southern section of the lot.
- The addition of 2 spaces to the parking at the north property line.

Downes stated that they are waiting on subcontractor input for the proposed revisions. They added that they are not currently happy with the preliminary numbers that they have been given about the work, which amounts to an approximate \$3,000.00 credit to the project.

Chief Spera expressed his displeasure stating that the credit amount should be much higher.

Downes replied that they agreed the credit should be higher but they also added that the change is not as significant as the Chief believes.

Chief Spera asked who the contractor is.

Downes replied that it is Michael Colossale.

Chief Spera asked Downes to bring him to the next meeting so he can explain the credit amount to the subcommittee's experts.

Downes replied that the town hired Downes as the experts and that they plan on doing their own inquiry into the cost of the work and the credit amount.

Committee Member Sparaco asked about the liability of using church property for an emergency egress.

Chief Spera stated that the Committee is waiting for a draft of the legal language from the dioceses' attorneys.

Downes stated that there is an Option B, which would increase the credit amount to approximately \$8,000.00. This option includes creating a straight shot to the radio tower and eliminates some tree removal.

Chief Spera stated that this is the option that he had initially asked for and what he and the First Selectman had agreed upon at the last meeting. Chief Spera also stated that the Department only needs to access the radio tower approximately four times a year, which means the road to the tower should be the cheapest option available that meets zoning requirements.

Downes replied that they would do their due diligence with Option B and report back to the Committee.

3. DEEP Site Visit

Downes reported that CT DEEP visited the site based on an anonymous complaint regarding dust. The DEEP representative witnessed procedural wetting of the site periodically throughout the day and verbally indicated that Downes was following normal protocol for construction dust. This item is now closed.

4. Topsoil/hydroseed 225 Main Street

Downes stated that they are working on this issue through the First Selectman and because it is not the responsibility of the Building Committee, the item is not closed.

5. Existing Liebert A/C Units

Downes stated that have developed some pricing proposals. They recommend Option A, which is replacing the existing A/C Units with a split system unit at a cost of \$3,648.00 to the Contingency Fund.

Committee Member Brophy stated that this is a fair price for two condensers.

Downes stated that they would have to finalize the change order proposal and then it would be sent to the First Selectman.

Committee Chairman Moran asked if control panels would be in the room.

Downes replied that the control panels would be in the room.

Chief Spera stated that the backup units should be a separate wall control system.

Committee Chairman Moran asked if the unit controls humidity.

Downes replied that the backup unit will not control humidity.

Committee Chairman Moran asked how the humidity is controlled if the main unit goes offline.

Downes replied that there is no humidity control on the split system.

Chief Spera stated that the backup unit should be redundant in every way, which includes humidity control.

Committee Chairman Moran agreed.

Chief Spera asked if the initial expert that was hired and stated that the original A/C Units were functional is culpable for any of the cost of the change order.

Committee Chairman Moran stated that he would rather have new A/C units.

6. Change order proposal (COP)/Budget Monitoring Process

Downes stated that a Change Order Proposal to any potential change on the project is assigned for tracking. Downes stated that they would provide budget reporting, which includes:

- Complete listing and anticipated costs of all change order proposals.
- The affect that all change order proposals have on the construction contingency.
- The anticipated final cost for the project.

7. Finish Hardware Specs

Downes stated that they provided Committee Chairman Moran with a copy of the finished hardware submittal from the hardware supplier Park Roway.

Committee Chairman Moran stated that there was nothing listed as high security.

Downes replied that nothing was specified to them as high security.

Chief Spera added that the highest security areas will have a key fob and a key pad. He added that these areas had been identified with the architect months ago.

Downes agreed and stated that if both measures fail then a regular key could be used.

Chief Spera stated that there are cameras throughout the building. If someone is doing something they aren't supposed to, the key fob log will tell the Chief where people have been and the security footage can be reviewed.

E. New business

Downes reported that they are currently tracking various change order proposals within the contingency of the project. Any time there is potential for a change, a number is assigned to that potential change. They added that there is nothing abnormal at this time and that the Committee will get full budget reports once the GMP is signed.

Chief Spera asked for an estimated time in which the GMP would be signed.

Downes replied that a few things are being finalized but there are almost no changes to the referendum number.

Chief Spera expressed his concern that the GMP hasn't been signed yet.

Finance Director Carver stated that she would follow up with Downes on this issue.

Chief Spera asked if Downes had a cost on the change order for the roof antennas.

Downes replied that there was not a final cost for this change order yet but that they would inform the Committee when the cost was available.

Downes stated that one large potential change order would be to add corrosion projection to the RTU Coils at a cost of approximately \$16,000.00.

Chief Spera stated that if it was known that the coils could need this protection then it should have been included in the initial bid.

Downes replied that if the whole unit dies, the coils could remain intact but the entire unit would still need to be replaced.

Chief Spera asked if Downes has an official opinion on the necessity of the coil protection.

Downes replied that they would have to defer to their mechanical expert.

Chief Spera asked if the \$16,000 for coil protection would come out of the Contingency Fund.

Downes replied that it would not.

Chief Spera expressed great reservation about spending money from the project that is not budgeted or readily available.

Chief Spera asked Downes when they need a decision from the Committee on this issue.

Downes replied that they need a decision immediately.

Chief Spera again stated that \$16,000 should not be spent if there is no guarantee that the funds will be available at the end of the project. He added that if this money is going to be spent then an expert should be hired to inform the Committee if the coil is worth trying to protect.

Downes replied that their expert says that it is likely the unit will die before the coil does.

Chief Spera asked if waiting to make a decision at the next meeting would be too late.

Downes replied that it would be too late by the next meeting.

Finance Director Carver stated that based on the changes that are being made to the GMP, there will be enough money in the budget for the \$16,000 expense.

Chief Spera replied that he understood that the money might be available at the end of the project but if the Committee is going to choose to spend \$16,000, why would they do so against the recommendation of the engineer.

Building Inspector Lucas stated that the building is a mile in from the shoreline and that there will be some salt spray but there will not be the same level of exposure or corrosion as there would be closer to the beach.

Committee Member Brophy stated that the Committee should make sure the maintenance agreement covers the coils.

Committee Chairman Moran stated that we should close this item and that the Police Department will cover the cost of coil protection with an inclusive maintenance package.

Chief Spera agreed.

Downes informed the committee that if vehicles are going to be put in the storage building then there need to be floor drains added.

Chief Spera asked if he could get a price on a drainage system based on the design that has already been drawn.

Committee Member O'Brien stated that there is nothing in the bonding for the storage building.

Chief Spera replied that this was incorrect because the storage building is a facility on the property.

Committee Member O'Brien stated that the Committee needs to vote before any money is spent on the storage building.

Chief Spera stated that he could hire someone to design a drainage system.

Downes added that the main cost would be installation of the system.

Chief Spera stated that as the Chief of Police, responsible for providing service to the town, the storage building is an identified need and is essential to the operation.

Finance Director Carver stated that an argument was made for the storage building but the decision by the Committee was made against the immediate construction of the storage building.

Committee Member Sparaco stated that the First Selectman made a commitment to address this issue.

Chief Spera stated that he would call bond council about the issue.

Finance Director Carver stated that the Chief could not obligate bond council.

Chief Spera disagreed, stating that he could call an attorney.

Committee Chairman Moran asked the Chief to meet with Finance Director Carver and First Selectman Fortuna to resolve the issue.

F. Submittal and RFI Status

Downes provided an updated Submittal Log.

IV. Status of Budget

There were no comments on this issue.

V. Status of Contingency Fund

Downes informed the Committee that there has been no change to the overall number.

VI. Report of Inspections

Building Inspector Lucas stated the Zoning Board wants to see a new site plan for the change to the driveway.

VII. Change Orders

There were no comments on this issue.

VIII. Owner/Concerns/Comments/New Business

Finance Director Carver stated that subcommittee meetings could not continue to be held at the job site trailer. The site needs to be handicapped accessible.

Chief Spera offered to hold the meetings in the Emergency Operation Center at Town Hall.

Downes agreed to change the meeting site location.

Chief Spera asked if any new issues with the neighbors have come up.

Downes replied that they have had no issues with the neighborhood.

IX. Old Business

This was addressed during the Downes Update.

X. Public Comment

There were no comments.

XI. Adjournment

Committee Member Sparco made a motion to adjourn. Committee Member O'Brien seconded the motion. The motion to adjourn the meeting passed with a vote of 4 in favor and 0 against.

The next Regular Police Building Subcommittee meeting will be held on June 4, 2014.

The meeting minutes for May 21, 2014 were prepared and respectfully submitted by:

Trent Gerbers
Recording Clerk for the Old Saybrook Police Building Committee