

**OLD SAYBROOK POLICE BUILDING SUBCOMMITTEE**  
**Regular Meeting**  
**June 4, 2014**  
**MINUTES**

A regular meeting of the Old Saybrook Police Building Subcommittee was held on Wednesday, June 4, 2014, at the Old Saybrook Emergency Operations Center.

Present: Committee Chairman Dan Moran, Jerry Brophy, John O'Brien, and Lee Sparaco. Also present were First Selectman Carl Fortuna, Building Inspector Don Lucas, Police Chief Michael Spera and Fire Marshall Don Dobson. Finance Director Carver participated via teleconference.

**I. Call to Order**

Committee Member Sparaco called the meeting to order at 10:30 AM.

The Recording Clerk took attendance for the meeting.

**II. Approval of Minutes**

A. May 21, 2014

**Committee Member Brophy made a motion to approve the May 21, 2014 meeting minutes as amended. The motion was seconded by Committee Member O'Brien. The motion to approve the May 21, 2014 Meeting Minutes as amended passed with a vote of 3 in favor and 0 against**

Committee Member Brophy stated that the record should reflect that Fire Marshall Don Dobson was in attendance at the May 21, 2014 Police Building Subcommittee Meeting.

**III. Public Comment**

There was no comment from the public.

**IV. Progress Reports from Downes**

1. Work Completed Since Project Start:

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

- UG plumbing at addition
- Removal of structural steel from courtyard
- Brick infill

2. Work in Progress

Downes reported that the following items are currently in progress:

- Stone lintel and sill install
- UG plumbing in office area
- Feeder and home runs in office area
- Coring and stub outs for electrical room and water service
- Removal of generator pad
- Storm Water Retention System – west side

- MEP Coordination
- Dust Control - ongoing

### 3. Work to start before within two weeks

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

- Piers and SOG in office area
- CMU at addition
- Overhead door jamb install
- Metal stud framing office area

### 4. Old Business

#### a. Webcam Status

Downes reported that they had some initial technical difficulties with the camera, but that Multivista would be visiting the site either today or tomorrow to make the final connections. The live video feed will now run through Comcast.

Chief Spera stated that there was no problem viewing the feed from the Police Department.

Downes replied that there are no problems with the feed if you view directly from Multivista but the issues arose when trying to upload the video feed onto a third party website.

#### b. Secondary Emergency Police Vehicle Exit

Downes informed the Committee that there are some existing dry wells and storm structures that are not designed for vehicular loading, which impedes the agreed upon design of a straight shot from the Police Department parking lot to the radio tower. Downes continued that an alternate design proposal with a slight curve around the storm structures would fix the issue.

Chief Spera asked if the storm structures and dry wells are new.

Downes replied that they are pre-existing structures and there is plan to remove them.

Chief Spera asked if adding the curve to the road increases the cost of building the road.

Downes replied that the curve would not necessarily increase the cost of the road.

Chief Spera asked if there was any plan to move the fence line, stating that he would prefer that the fence line remain unmoved.

Committee Chairman Moran asked if vehicles would be able to turn around, rather than back down the road.

Downes replied that it would not be possible for a service vehicle to turn around without expanding the processed area.

Chief Spera again stressed the importance of not moving the fence line, stating that if the fence line remains intact then there will be enough room to get a vehicle through.

Committee Member Brophy asked if the radio tower could be accessed through the parking lot of the new park.

Chief Spera replied that he would prefer to control access to the radio tower from the Police Department's property, but that anything is possible.

First Selectman Fortuna stated that he would consider the possibility of accessing the radio tower from the park parking lot.

Committee Member O'Brien asked when a decision about the road needed to be made.

Downes replied that the Committee had several months before a decision on this issue was made.

Committee Member O'Brien asked if First Selectman Fortuna had had any discussions with an attorney about the potential liability of using St. John's parking lot during emergency situations.

First Selectman Fortuna stated that he had not yet consulted the town's attorney on the subject.

Chief Spera clarified that the only time the St. John's parking lot would be used is when access on Lynde Street was not available. Chief Spera added that the Police Department statutorily has the right to use any road or parking lot to complete its mission during an emergency and that they are simply seeking a formal agreement with Diocese because of regulatory requirements.

Committee Chairman Moran asked if officers are required to have their lights and sirens in use when traveling to an emergency.

Chief Spera affirmed that sirens and lights are statutorily required during emergency situations and that officers are trained on how to respond as an emergency vehicle.

Committee Chairman Moran recommended that some measure be taken for vehicles to turn around at the end of the road leading to the radio tower.

Chief Spera replied that since the compound's existence, the pathway to the compound has never been plowed and vehicles currently drive over the grass.

Chief Spera also stated that these changes would have to go in front of the Zoning Board at some point.

Committee Member O'Brien asked if changes in the plan have to go in front of the townspeople.

First Selectman Fortuna replied that he would check but did not feel that this change would need to be brought before the town.

Committee Member Sparaco added that when the townspeople approved the project, they voted for funding for the whole thing and not just pieces of various items.

Committee Chairman Moran stated that the other members of the Building Committee need to stay informed of the changes that are being made and voted on by the subcommittee so there are no questions later.

c. Existing Liebert A/C Units

Chief Spera asked Committee Chairman Moran his opinion on the redundant A/C System.

Committee Chairman Moran responded by asking the Chief if he had ever experienced any issues with humidity in previous data rooms.

Chief Spera stated that he's had problems in previous rooms but that the Department has never had a true data room. He asked if he could simply bring in a portable dehumidifier if humidity became an issue.

Committee Chairman Moran replied that the situation could be handled that way.

Downes added that humidity control is frowned upon because it is an energy hog. When the system is properly designed, there should be no problem using the computerized temperature management system.

Chief Spera asked about the secondary controls.

Downes replied that the secondary controls will be a manual procedure separate from the primary controls.

Committee Chairman Moran asked how many times Downes would balance the building.

Downes replied they would balance once before the Department moved in.

Chief Spera stated that with all of the people and equipment being moved into the building, the balance should be done after the move.

Committee Chairman Moran asked if a new drawing was going to be provided to the Committee showing changes to the external layout of the property.

Downes replied that they had an updated sketch and that further updates would add more cost.

Chief Spera stated that after approval from the Diocese is granted, a full Building Committee Meeting should be held to approve new sketches and drawings. Chief Spera also stated that the group should start planning the path that needs to be taken for the Planning and Zoning Board.

d. Finish Hardware Specs

Downes stated that a keying meeting would take place with the Department to establish a key hierarchy throughout the building.

Chief Spera asked when keying decisions needed to be made.

Downes replied that decisions would need to be made in approximately three months.

Chief Spera asked if there was anything he could prepare in advance or if he should just wait for the day of the meeting.

Downes replied that all decisions would be made at the keying meeting but it wouldn't hurt if the Chief began to put some thought into what the key hierarchy would look like.

Committee Chairman Moran asked if the Chief would be able to create key fob cards on site.

Downes replied that the Chief would be able to adjust fob access on site.

Chief Spera asked if he could buy and program additional key fobs.

Downes responded that the Chief could buy and program additional key fobs.

Committee Chairman Moran stated that the Committee should see samples of the key fobs being proposed for the building.

e. Future Storage Building

Chief Spera informed the Committee that Building Inspector Lucas volunteered to design the drainage system for the storage building at no cost to the town. Chief Spera asked how long the Committee has to decide whether or not to put the drainage system in now.

Downes replied that the decision needed to be made in a month.

Chief Spera asked what all of the galleys are for.

Downes replied that they are strictly for storm water.

First Selectman Fortuna stated that if there is not a storage building built immediately, what is the best infrastructure that can be in place.

Downes replied that the best thing to do would be to put in the foundation but to do so, they would need to know what kind of building is going to be built there.

Chief Spera stated that currently power and gas were being run to the storage building site and the additions that would need to occur would be the foundation and a drainage system. Chief Spera asked if Downes would prevent the town's Public Works Department from putting in the foundation of the storage building.

Downes replied that they would permit that.

First Selectman Fortuna stated that he is not inclined to allow Public Works to put in the foundation for the storage building.

Chief Spera asked if there is any cost to get an estimate on the foundation of the storage building from a subcontractor.

Downes replied that there would be no cost for a budgeting estimate and that they would put together a basic budget based upon sketches that have already been done for a block building.

Committee Chairman Moran asked if the storage building would have to go through zoning.

First Selectman Fortuna stated that the square footage for the building is already on the plans that have been approved.

f. GMP Status

Downes passed out summary form of the complete construction costs and soft costs for the project. They stated that the form will be updated and distributed once a month. The form will be updated and distributed once a month. Downes proceeded to explain the document and the current financial standing.

Chief stated that an effort should be made to have a second gas meter installed at the storage building site.

Downes replied that they would look into it.

First Selectman Fortuna asked how the project is proceeding in general.

Downes replied that the project is going very well so far and the only problem they are having is with the roofing contractor. They added that they intend to submit a formal letter to the roofing contractor in a final effort to solicit a response. If they receive no response then his services will be terminated and the second place bidder would be awarded the job at an increase of \$21,000.00.

Chief Spera asked if it was possible to have the new contractor perform the work at the price quoted by the original contractor.

Downes responded that this was not possible.

Downes explained that all project change orders will be tracked and monthly updates to the project's budget and the status of the contingency fund will be given.

Committee Member Brophy asked about the Miscellaneous Future Owner's Expense line item.

Downes replied that this money is part of the budget and is to be used in any way the building owners choose. The money does not have to be used at all.

Committee Member Brophy stated that the money could potentially be used towards the storage building.

Committee Chairman Moran asked if some of the smaller bid items were going to be combined into a larger bid package. He referenced the example of Department signage.

Downes replied that the bid for external signage was awarded but the bid for internal signage had not yet been awarded. Downes stated that once the internal bid package is established, it would be combined with the external signage bid package.

Committee Chairman Moran stressed the importance of signage flexibility, stating that it would save the town time and money in the long run.

Downes stated that there would be a meeting solely regarding signage where these decisions would be made.

Committee Member Sparaco asked how many change orders can be expected for a project of this size.

Downes replied that every project is unique with regards to change orders.

Committee Chairman Moran stated that this project has more depth to manage cost than he has seen in many other projects.

Chief Spera asked if the Committee would see when various line items are expended.

Downes replied that those expenditures are not shown on the provided form.

Chief Spera asked about the status of the soft costs associated with the storage building. Chief Spera added that he understood that the construction costs for the storage building were taken out of the overall budget but that he had confirmed with members of the Downes team that the design costs had remained in the budget that was approved at referendum.

Downes replied that the design costs for the storage building were eliminated from the budget.

Chief Spera replied that he understood that the designer was never paid to design the storage building but that the money for that expense still had to exist somewhere.

Downes insisted that the referendum budget was constructed around the actual costs and that the design costs for the storage building were eliminated from that number.

First Selectman Fortuna stated that this issue would need to be resolved privately.

g. Northeastern Communication

Downes reported that they are still waiting to hear back from Northeastern Communication.

Chief Spera stated that his email log indicated that Northeastern Communication had not heard from a member of the Downes team and was assuming that the project was proceeding with no issues. Chief Spera added that he was convening a meeting of all potential stakeholders to determine the organization of the Department's new communications system and that he would like to sit down with members of Downes to plan out the infrastructure well in advance.

Downes agreed.

Chief Spera also stated that he wanted to hold a technology review meeting with the architect, the electrical contractor and the Department's IT staff to make sure that everyone is on the same page. These conversations will be used to help develop the project's FF&E budget.

Downes stated that a matrix has been started with the information that the Chief is looking to attain in terms of the work that is being done and who is doing it.

Chief Spera stated that these meetings need to begin as soon as possible and that he would go forward with his Emergency Communications meeting in the meantime.

Committee Chairman Moran asked what the Department would do if the state could not give the latest 911 configuration.

Chief Spera stated that they would have to wire for the existing 911 system and install wiring for the new system, which will begin being deployed in 2015. Chief Spera added that the Department will never have to buy 911 equipment because it is state funded. The Department would incur a cost, however, for the fiber data network.

## 5. New business

There were no comments.

## 6. Submittal and RFI Status

There were no comments.

## **V. Status of Budget**

This topic was discussed in a previous section.

## **VI. Status of Contingency Fund**

This topic was discussed in a previous section.

## **VII. Report of Inspections**

Chief Spera asked if there had been any inspections.

Downes replied that Building Inspector Lucas had been at the site every day.

## **VIII. Change Orders**

This topic was discussed in a previous section.

**IX. Owner/Concerns/Comments/New Business**

Committee Chairman Moran asked if the Building Committee could schedule a walk around of the site.

Downes replied that a walk around of the site could take place after the next meeting.

Chief Spera suggested that a set of building plans be left in the Emergency Operation Center for future meeting reference.

Downes agreed and left a set of plans in the conference room.

**X. Old Business**

There were no comments.

**XI. Public Comment**

There were no comments.

**XII. 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 4 in favor and 0 against.**

*The next Regular Police Building Subcommittee meeting will be held on June 18, 2014.*

The meeting minutes for June 4, 2014 were prepared and respectfully submitted by:

Trent Gerbers  
Recording Clerk for the Old Saybrook Police Building Committee