

**OLD SAYBROOK POLICE BUILDING SUBCOMMITTEE**  
**Regular Meeting**  
**June 18, 2014**  
**MINUTES**

A regular meeting of the Old Saybrook Police Building Subcommittee was held on Wednesday, June 18, 2014, at the Old Saybrook Emergency Operations Center.

Present: Committee Chairman Dan Moran and Committee Members Jerry Brophy, John O'Brien, and Lee Sparaco. Also present were First Selectman Fortuna, Finance Director Carver, Building Inspector Lucas, and Lieutenant Roche.

**I. Call to Order**

Committee Chairman Moran called the meeting to order at 10:40 AM.

The Recording Clerk took attendance for the meeting.

**II. Approval of Minutes**

**A. June 4, 2014**

Committee Member O'Brien referred to Page 3 of the meeting minutes and stated that he wanted to add that he completely disapproves of the exit gate leading into the church parking lot.

Committee Chairman Moran referred to Page 3 and asked that it be made clear that the radio tower access from the park's parking lot would be coming from Main Street.

Committee Chairman Moran stated that he wanted to add his comments about the importance of involving the other members of the Police Building Committee with regards to subcommittee votes and decisions so that the entire group is on the same page.

**Committee Member Sparaco made a motion for the Recording Clerk to reword the minutes as suggested by the Police Building Subcommittee Members and place the minutes on the next Police Building Subcommittee Agenda for a vote. The motion was seconded by Committee Member O'Brien. The motion passed with a vote of 4 in favor and 0 against.**

**III. Public Comment**

There was no public comment.

**IV. Progress Reports from Downes**

See Downes Agenda

**1. Work Completed Since Project Start:**

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

- Backfill at addition & existing
- Erection of scaffolding at addition
- Mechanical room underslab rough-in
- Installation of steel frames for RTU's

## 2. Work in Progress

Downes reported that the following items are currently in progress:

- CMU at addition
- Prep for SOG at existing building
- Hangers and rough-in for plumbing
- Installation of storm water retention at Lynde Street
- Installation of OH door frames
- MEP coordination
- Dust Control

## 3. Work to start before within two weeks

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

- Slab on grade in existing
- Metal stud framing
- Roof removal for RTU curbs and mansard
- Septic system
- Site utilities

## 4. Old Business

### a. Webcam Status

Downes reported that the webcam is completely up and running on the town's website with a real time link to the jobsite camera.

### b. Secondary Emergency Police Vehicle Exit

Downes reported that they had left the last meeting with suggested revisions to the previously issued sketch. Based on those revisions, Downes issued a new sketch which represents the following changes:

- Elimination of emergency driveway from the radio tower to the former Main Street Police Department parking lot.
- Keep a section of the driveway for access to the radio tower.
- Addition of a pass-through driveway to the Church property to the North.
- Relocation of the dumpster enclosure to the southern section of the lot.
- The addition of two spaces to the parking lot at the North property line.

Based on these changes, Downes sought final approval for the updated sketch.

Committee Chairman Moran stated that Chief Spera had previously inquired about the cost savings of the design update.

Downes replied that there would not be a significant change in total price. They estimated that there would be a \$3,500 addition that will be taken out of the Contingency Fund. They added that additional funds will be needed to change the drawings for this piece of the property and that more money would be needed if the new design had to go through the zoning process again.

Committee Member Sparaco stated that he did not see the advantage of going through the Church parking lot during an emergency.

Lieutenant Roche replied that the only time the secondary emergency egress would be used is if something was blocking the Department's main driveway.

Committee Member Sparaco again stated that it would make more sense to exit directly onto Main Street, rather than go through the Church parking lot.

Committee Chairman Moran stated that all of the final sketches, designs and costs should be gathered and brought to a full committee meeting for a vote.

Downes asked if the new sketch should be formally updated.

Committee Member Brophy replied that a formal sketch is not necessary until a final cost is known.

Committee Chairman Moran stated that it might be a good idea to update the sketch formally before it is brought to a full committee vote.

Committee Member Brophy again stated that the current sketch should be sufficient until it is determined whether the new design would be the final update.

First Selectman Fortuna stated that he approves of the current direction and that a gate should be added between the Police Department and the Church property. First Selectman Fortuna also stated that he would take the revised sketch to Christina Costa for review.

Committee Chairman Moran asked if the gate leading to the church property is a change order.

Downes replied that it would come out of the contingency.

Committee Chairman Moran stated that if the new drawings had to go through the entire Planning and Zoning process again then there would be additional cost to the project.

Committee Member Brophy suggested that a full Building Committee Meeting should take place within the next few weeks.

First Selectman Fortuna replied that a full Building Committee Meeting could take place in July.

Committee Chairman Moran suggested that a sign be put on the gate asking people not to park in front of it.

Downes concluded that they would finalize the cost proposal related to the new sketch and that First Selectman Fortuna would show the sketch to Christina Costa.

c. Existing Liebert A/C Units

Downes reported that there is a new submittal for ceiling mounted split system units for air conditioning.

Committee Chairman Moran asked if there is a drain that pumps out any leaks from the system.

Downes replied that there is a pump that takes out leaked water.

d. Finish Hardware Specs

Downes stated that a keying meeting needed to be scheduled. They stated that they have asked the Department to begin thinking about key hierarchy, which will be finalized at the keying meeting.

Committee Chairman Moran asked if the card readers will be door mounted.

Downes replied that the card readers will be wall mounted.

e. Future Storage Building

Downes reported that they are working with Jacunski Humes on preliminary foundation drawings so that a price for the foundation could be generated. With regards to utilities, the gas company stated that it is possible for a lateral to be put in from the service pipe coming from Main Street. When the building is ready, the gas line will be tapped and run to the storage building. The building will then have its own meter.

Committee Chairman Moran asked about a sink for the storage building.

Downes replied that there is no water running to the storage building.

f. GMP Status

Downes reported that the only component missing is an amendment to the GMP.

First Selectman Fortuna replied that the full Committee will vote on it once it has been received.

Finance Director Carver added that the town is ready to sign the GMP and is waiting for the amendment from Downes.

g. Northeastern Communications

Downes reported that their sketches should have everything that Northeastern Communications will need from an electrical standpoint. They stated that the infrastructure should all be in place and ready to go.

Committee Chairman Moran stated that Chief Spera is setting up a stakeholder meeting to discuss the electrical infrastructure.

Committee Chairman Moran asked if the storm drains off the driveway are capable of having cars drive over or park on them.

Downes replied that they would investigate that question and report back to the Committee.

First Selectman Fortuna stated that the area was outside of the property line.

Committee Chairman Moran replied that Chief Spera had mentioned he might park cars there during an emergency event.

h. Roofing Contractor

Downes reported that they have all but terminated Branford Roofing after sending them a final ultimatum and never receiving a response. Allied Roofing has been contacted and Downes stated they feel comfortable that Allied Roofing will maintain their original quote, which is an increase of \$21,000.

Committee Member Sparaco asked about the status of the bond from Branford Roofing.

Downes stated that there was never an executed contract, which means that there is no bond. Downes is simply voiding the notice to proceed.

First Selectman Fortuna asked if the roof will have any pathways

Downes replied that they never install pathways because they trap water and debris. They added that the roof is under a 30 year warranty and is very durable.

i. Interior Signage

Downes shared interior signage examples with the Committee. They stated that the options have not been priced yet.

The Committee reviewed the signage options and stated that a separate meeting for the selection of the building's signage should be scheduled.

Lieutenant Roche stated that Downes should email Chief Spera directly to set up a signage meeting.

Committee Chairman Moran asked if the room numbers would be included on the same sign as the name.

Downes replied that the top panel can say whatever the Department wants it to say.

j. Project Site Visit

Committee Chairman Moran stated that he wanted to see the progress on the building.

Downes replied that Committee Members were welcome to come but to check in with Bart Costello upon arrival.

Lieutenant Roche stated that you can see changes made every day.

Committee Member Brophy asked about the overall progress.

Downes replied that overall the project is going well. They stated that they are ahead on some items and behind on others.

Committee Member Brophy asked about a building delivery date.

Downes replied that the building would be ready by April of next year.

5. New business

Downes explained the change order proposal process, stating that any potential change order is documented with a form and that the town is notified of the potential change. If a change order is being made that affects the GMP then approval would be sought from the town. They added that First Selectman Fortuna and Finance Director Carver are copied on all change orders.

Downes reviewed all the current change order proposals.

Building Inspector Lucas asked if stainless steel shelving was included in the project drawings, why it wasn't included in the GMP.

Downes replied that the shelving was on the drawings but wasn't scoped to the contractor.

Building Inspector Lucas stated that the town should not be penalized for the over site.

Downes replied that the difference will be made up out of the Downes Contingency and that the town is not being penalized for the bid package mistake.

Committee Member O'Brien asked about the net loss or gain on the change order proposals.

Downes replied that the COP's have had very little impact on the overall contingency.

Committee Member Sparaco asked if there had been an update to the budget report.

Downes replied that they shared their budget report with the Committee at the previous meeting and that an update will be provided at the next meeting. They added that Change Order Proposals will be emailed to First Selectman Fortuna, Finance Director Carver, Committee Chairman Moran and Chief Spera.

Committee Member Brophy stated that Building Inspector Lucas should also be emailed with the Change Orders.

First Selectman Fortuna stated that he received an email directed to Fire Marshall Dobson about the fire alarm system.

Downes stated that they are waiting for Fire Marshall Dobson's approval to proceed with the electrical work for the Fire Alarm system. They added that he had already been sent sketches for the work.

First Selectman Fortuna stated the Fire Marshall Dobson was supposed to be in attendance for the meeting.

Committee Chairman Moran asked if the Fire Marshall needed to look at the fire control panel.

Downes replied that the Fire Marshall does need to review the fire control panel.

Committee Chairman Moran asked if there was an announcement system with the fire alarm.

Downes replied that there is no accompanying PA System with the fire alarm but that the alarm itself does have an audible alert.

Lieutenant Roche asked how soon Downes needed input from the Fire Marshall.

Downes replied that he needs his input as soon as possible.

Committee Chairman Moran stated that there are several items the Fire Marshall needs to review and approve.

## 6. Submittal and RFI Status

Downes attached the latest Submittal form to their agenda.

### **V. Status of Budget**

This was discussed during the Downes update.

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

This was discussed during the Downes update.

### **VII. Report of Inspections**

First Selectman Fortuna asked how the inspections were going.

Building Inspector Lucas replied that the inspections were going well. He reported that the Electrician and Plumber keep him up to date. He stated that he visits the site once per day.

**VIII. Change Orders**

This was discussed during the Downes update.

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

This was discussed during the Downes update.

**X. Old Business**

This was discussed during the Downes update.

**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 July 2, 2014.*

The meeting minutes for June 18, 2014 were prepared and respectfully submitted by:

Trent Gerbers  
Recording Clerk for the Old Saybrook Police Building Committee