

**OLD SAYBROOK POLICE BUILDING COMMITTEE**  
**Special Meeting**  
**April 21, 2014**  
**MINUTES**

A special meeting of the Old Saybrook Police Building Committee was held on Monday, April 21, 2014, at the Old Saybrook Town Hall.

**Present:** Committee Chairman Dan Moran and Committee Members Ben Akin, Jerry Brophy, Patrick Maher, John O'Brien, and David Wight. Also present were First Selectman Carl Fortuna, Police Chief Michael Spera and Police Commission Chairman Robert Finch.

**I. Call to Order/Pledge of Allegiance/Attendance**

Committee Chairman Moran called the meeting to order at 7:02 PM.

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

The Recording Clerk took attendance for the meeting. Committee Members Hanover, Savino, and Sparaco were absent from the meeting.

**II. Meeting Minute Approval – Jan 6, 2013**

**Committee Member Brophy made a motion to approve the January 6, 2014 Meeting Minutes. Committee Member O'Brien seconded the motion. The motion to approve the January 6, 2014 Meeting Minutes passed with a vote of 6 in favor and 0 against.**

**III. Public Comment**

There were no public comments.

**IV. Update from the First Selectman**

There was no update from First Selectman Fortuna.

**V. Update from Downes**

**A. Demolition of Former Police Building**

**a. Project Status**

Downes reported that the foundation of the old building is currently being removed.

**b. Flagpoles**

Downes reported that the flagpoles from the old police building were salvaged. Downes asked the Chief if he intended to reuse the original poles.

Chief Spera responded that he was not interested in using the old flagpoles.

First Selectman Fortuna added that the flagpoles will be taken down and disposed of properly.

Chief Spera asked Downes to address the property soil report to dispel any rumors that have been circulating about potential contamination.

Downes responded that an environmental consultant did an analysis of the property soil and the results concluded that the soil was polluted but still meets residential exposure criteria.

Committee Chairman Moran asked if they have the soil analysis report in writing.

Downes replied that the written report will be turned over to the First Selectman.

First Selectman Fortuna asked if the pollution of the soil is naturally occurring.

Downes replied that there is very little soil that is not considered polluted and that there is a big difference between polluted soil and contaminated soil. The soil at the site of the new police building is not contaminated.

#### B. Status of Bidding & Contract Awards

Downes reported that the following items were left to bid: Specialties, shelving, PD forensic equipment, and FF&E. They also reported that Contract Awards for invitation to bid #02 and #03 were 95% complete.

Chief Spera asked if Downes could explain the bid process.

Downes replied that the bids for various aspects of the building are advertised in publications. Companies respond with their bids, which are opened in the presence of Chief Spera, First Selectman Fortuna, and Finance Director Carver. Downes then holds scope reviews to determine that the bids are compliant with bid documents and then a recommendation is made to the First Selectman. Once the First Selectman accepts a particular bid, the contractor is notified and then work can begin in the field.

Downes mentioned that there is some concern about the roofing contractor. He has been slow to respond to calls from Downes, but he is licensed to install the Firestone roof and has done so for major construction jobs in the past.

Chief Spera noted that the roof is guaranteed by Firestone, not the contractor, which means that a licensed contractor has to install the roof even if the current contractor is not available to do the work.

#### C. Status of Field Work

##### a. Work in Progress

1. MEP Demotion is 90%
2. Stump Grinding along North Property Line
3. Existing CMU Wall Reinforcing
4. Layout and saw cutting of existing slab for Underground plumbing
5. Removal of Bituminous Paving

##### b. Working Hours

Downes reported that working hours run from 7:00AM to 3:30PM. 7-3:30PM.

First Selectman Fortuna stated several trees were removed from the property by Downes at a total cost of \$4,000, which came out of the tree committee budget, not the building committee budget.

Chief Spera asked about the end result of the pavement removal situation.

Downes responded that the pavement was removed as part of the contract.

D. GMP (Guaranteed Maximum Price)

Construction hard costs with contingency:	\$8,625,620
Soft Costs:	\$1,298,836
Total Construction Costs:	\$9,924,456
Total Approved by Town:	\$9,924,456

Chief Spera asked if the project budget came out to the exact dollar amount approved at referendum.

Downes replied that the Contingency amount for the project was adjusted so that the Guaranteed Maximum Price would equal the referendum amount.

Committee Chairman Moran asked if the GMP would change once the project is finished.

Downes replied that the GMP will only change if changes to the scope of the project are made, which will be done through change orders. Small changes will be taken out of the contingency.

Committee Chairman Morn asked if the phone issue was resolved.

Downes replied that \$25,000 is not being carried in the soft costs to cover the cost of the phones.

Chief Spera interjected that the cost of the phone system should be \$40,000. Chief Spera also asked for a breakdown of the soft costs budget.

Committee Member O'Brien asked for a detailed look at the Communications line item because of past disputes about what was included in the cost.

Downes replied that the easiest thing to do would be to supply the bid documents to the committee because all of the pertinent information is included in the bids.

E. Progress Schedule

Downes reviewed the progress schedule with the committee and provided a workflow chart for the duration of the project.

F. Existing Generator – Town is salvaging and will be done this week

First Selectman Fortuna stated that he tried to give it to the schools but was unable to do so. Instead the generator has been sold to a private collector for \$1,000. The man who purchased the generator has also agreed to remove it.

G. Use of Excess Soils

Downes reported that a surplus of top soil will be used on the future park site, which will save the town a quarter of a million dollars.

Chief Spera noted that there are no savings in the project budget. The use of excess top soil simply prevents an additional cost.

#### H. CL&P Energy Savings

Downes reported that there is a contract with CL&P and that Downes is enrolled in their incentive program. Downes noted, however, that there won't be any savings until the project is complete. Downes also stated that the current design meets the energy code.

Chief Spera asked if the wiring system to the existing transformer will be new.

Downes replied that it would be.

Chief Spera again stated the importance of new wiring to the transformer.

#### I. Matrix of Responsibilities on Technology Issues

##### a. Design team, Downes Construction and Town/PD to meet and review

Downes reviewed a matrix of responsibilities for the various systems that will be installed in the new building. Each system will be reviewed for installation, payment, work assignments, etc.

First Selectman Moran asked if the Fire Chief would be included in any building meetings.

Chief Spera responded that the Fire Chief would be included on any issue that pertained to emergency management.

#### J. South Property Issues

##### a. Clearing and/or Trimming trees and brush

Downes reported that there has been some discussion about eliminating the road from the Police Department to Main Street and to create a new road that goes through the property of St. John's school. The reason for this change came from a concern that the existing road is too close to the communication tower. Downes stated, however, that they believe using the existing road would not be a problem. Downes added that to continue with the current design, two trees would have to come down and the AC units would either have to be closed in with a chain link fence or moved at a cost of approximately \$7,500.

Police Commission Chairman Finch asked if the project would receive a credit to the budget for not building a new road.

Downes replied that not building a new road would save the project approximately \$50,000.

Chief Spera stated that when the road was initially discussed, he advocated that it be used for daily business purposes. The Building Committee voted down that plan and instead moved that the road only be used for emergency egress. With that in mind, the Chief stated it does not make sense to spend \$50,000 for a road that will rarely be used.

First Selectman Fortuna suggested a memorandum of understanding between the police department and local diocese.

Chief Spera stated that he would contact the church and discuss the proposal with them.

First Selectman Fortuna asked where the department needed to access the communication towers from.

Chief Spera responded that service vans just need to be able to get to the tower. He added that a rough gravel road that leads to a gate should be sufficient for communication tower access.

Mr. Humes stated that his team is currently proceeding with the design as planned but any scope changes from the agreement would incur additional fees.

Chief Spera stated that the Committee should look a cost benefit analysis of each road option.

Mr. Humes stated that he could put together a sketch of the options to further the conversation.

Committee Member O'Brien asked if there is a liability with police cars crossing the school yard.

First Selectman Fortuna stated that the road would only be used in the event of an emergency on Lynde Street so he is not concerned with incurring liability.

Chief Spera stated that it's possible the kids from the school will want to take refuge at the police department in the event of an emergency, which is another possibility to consider.

b. Fence Erection

Downes reported that a temporary fence was put up and that the north fence will go up this week. They added that First Selectman Fortuna should walk the property line to determine exactly which trees should be trimmed and which should be removed.

Chief Spera stated that there are four trees on the south property line that are leaning over the Police Department, which should be taken down.

K. Building Permit

Downes reported that they have the permit in their possession.

L. Site Logistics

Downes reported that there are no issues at this time.

M. Ground Breaking

The ground breaking will take place on Thursday, April 24<sup>th</sup> at 11:00AM.

Chief Spera asked if people were going to be allowed to walk through the building.

First Selectman Fortuna replied that no one would be allowed to walk through the building.

Downes added that there would be a luncheon after the ceremony.

N. Testing & Special Inspections

a. Distribution of test results

Downes reported that there is day-to-day material testing on site. Downes added that the test results distribution process is the same as the submittal process.

Committee Chairman Moran asked how the building inspector is scheduled.

Downes responded that he is scheduled regularly.

O. Budget Reports

Downes reported that monthly budget reports will be provided soon.

Chief Spera asked if the budget report format will be the same from month to month.

Downes replied that the format will remain the same throughout the project.

P. Requisition Procedures

Downes stated that they will utilize the AIAG Submittal form.

Q. Project Meetings

a. Contractor Meetings

Downes reported that these meetings are held biweekly on Wednesdays at 8:30AM.

b. Owner Meetings

Downes stated that these meetings should be held with a smaller subcommittee and it would be helpful if they took place immediately after the Contractor Meetings at 10:00AM.

Chief Spera stated that these meetings should be posted as subcommittee meetings so that everyone can come but quorum requirements are lower.

Downes state that May 7<sup>th</sup> is the next meeting day.

Chief Spera added that nothing prevents the Committee from having a subcommittee with everyone on it and then whoever shows up becomes a voting member.

Downes replied that there is only room for three people in the trailer.

**A motion was made by Chairman Moran that a subcommittee of the Building Committee would be formed consisting of Committee Chairman Moran, Committee Member O'Brien and Committee Member Sparaco as members and Chief Spera as an ad hoc member of the subcommittee. The motion was seconded by Committee Member O'Brien. The motion passed with a vote of 6 in favor and 0 against.**

R. Submittals

Downes reported that this is taking place as a normal file sharing process over the internet. First Selectman Fortuna, Chief Spera and Committee Chairman Moran have been given access to the submittal folder.

Committee Chairman Moran asked if Don Lucas could also be given access to the submittal folder.

Downes replied that they would grant him access.

S. Procedure for Approving and/or Processing

a. Field Decisions

Downes stated that the process for approving field decisions, change orders and contingency change orders would take shaper during the biweekly owners meetings.

Chief Spera added that the subcommittee will be empowered to make filed decisions on site.

b. Change Orders to the GMP

There were no comments.

c. Contingency Change Orders

There were no comments.

T. Builder's Risk Insurance

First Selectman Fortuna stated that the Builder's Risk Insurance was in place.

Downes asked for a copy of the certificate.

U. Emergency Contact List

A list has been prepared with members of Downes and the major subcontractors for the project. Members of the Building Committee will be added so that there can be one master list.

V. Tax Exempt Certificate

There were no comments.

W. Construction Parking

There were no comments.

X. Safety & First Aid

Downes stated that all site visitors check in with the field office.

Chief Spera stated that the check in trailer is on the other side of the construction site, which you must cross in order to check in.

Downes replied that they would look into the issue.

Y. Press Releases

Downes stated that any communication about the project should come through the First Selectman's office.

Chief Spera asked if any project renderings would be handed out during the ground breaking.

Mr. Humes stated that a rendering of the building could be handed out.

Chief Spera said that he would take care of the handout.

Z. Web Cam

Downes stated that the web cam is proposed to be installed on the radio tower.

Chief Spera replied that no one can climb the radio tower and install anything without first checking that the camera will not interfere with the department's radio service. He stated that he would talk to the vendor about installing the camera.

Downes stated that they would forward the specifications for the camera to Chief Spera.

Chief Spera asked how far up the camera needed to go.

Downes replied that they have not determined the height of the camera.

Chief Spera stated that another option is to set up an extension to the trailer and mount a camera on the extension.

Committee Chairman Moran asked if the camera is fixed.

Downes replied that it is a fixed camera but that the whole site will be visible in real time.

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

Committee Chairman Moran asked if the town has to sign anything from Downes.

Downes replied that the town would have to sign off on the GMP when it is complete. First, Downes has to finish scope reviews and the bidding process.

Chief Spera stated that the GMP hasn't been signed yet but money is currently being spent. He asked if the budget number in the contract is the same as the GMP.

Downes replied that it is relatively the same and has not exceeded what was bonded.

Chief Spera asked if the Committee should vote on the GMP.

First Selectman Fortuna replied that the Committee could vote to accept it.

Chief Spera asked about the possibility of the final cost of the project coming in under the GMP.

Downes replied that it's possible but not likely.

Chief Spera asked what happens to the surplus money if the project cost is less than the GMP.

Downes replied that a change order is written to deduct the difference between the GMP and the actual cost.

Chief Spera asked if Downes is authorized to use contingency money without Committee approval.

Downes replied that they are obligated to account to the Committee about contingency money spending but that they do not need Committee approval.

Committee Member O'Brien stated that he believed the Committee had to be consulted for any change that cost more than \$3,000.

Chief Spera replied that the particular rule referred to by Committee Member O'Brien was strictly for the design process. Once the Committee signs the GMP, the contingency is under the control of Downes.

Chief Spera asked if potential second drawings from Humes would come from the contingency.

Downes replied that new drawings would be a scope change that would be added to the GMP.

Police Commission Chairman Finch asked if anyone from the town is overseeing the project other than the building inspector.

Chairman Moran replied that there is no clerk of the works for the project.

Police Commission Chairman Finch stated that a 10 million dollar project should have over site.



Chairman Moran asked Downes if they felt a clerk of the works was needed.

Downes replied that the town was welcome to hire someone but that they did not need any further assistance with project over site.

Chief Spera added that something more than periodic visits from the building inspector is needed. Chief Spera referenced the example of consultant that was hired to review the installation of the 2.8 million dollar communication system.

Chief Spera suggested that the easiest solution would be for Don Lucas to regularly inspect the job site as part of his regular responsibilities.

Police Commission Chairman Finch asked if there were any power conduits being run to the future storage building site.

Mr. Humes stated that utilities have been put out in that direction but gas is not going out there yet.

Downes stated that they could run a gas line.

## **VII. Adjournment**

**Committee Member Brophy made a motion to adjourn. Committee Member Maher seconded the motion. The motion to adjourn the meeting passed with a vote of 6 in favor and 0 against.**

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

Trent Gerbers  
Recording Clerk for the Old Saybrook Police Building Committee