

**OLD SAYBROOK POLICE BUILDING SUBCOMMITTEE**  
**Regular Meeting**  
**July 2, 2014**  
**MINUTES**

A regular meeting of the Old Saybrook Police Building Subcommittee was held on Wednesday, July 2, 2014, at the Old Saybrook Emergency Operations Center.

Present: Committee Chairman Dan Moran and Committee Member Lee Sparaco. Also present were First Selectman Fortuna, Finance Director Carver, Building Inspector Lucas, Fire Marshall Don Dobson, and Police Chief Michael Spera.

**I. Call to Order**

Committee Chairman Moran called the meeting to order at 10:30 AM.

The Recording Clerk took attendance for the meeting.

**II. Approval of Minutes**

**A. June 4, 2014**

**Committee Member Sparaco made a motion to approve the June 18, 2014 Police Building Subcommittee Minutes. The motion was seconded by Committee Chairman Moran. The motion to approve the minutes passed with a vote of 2 in favor and 0 against.**

Committee Chairman Moran asked Chief Spera if Department members would be wearing proximity cards that could automatically open doors in the building.

Chief Spera responded that proximity cards would not be worn.

Committee Chairman Moran asked Downes for an estimate on the foundation for a storage building.

Downes replied that a foundation for the storage building would cost approximately \$90,000.00.

**B. June 18, 2014**

**Committee Member Sparaco made a motion to approve the June 18, 2014 Police Building Subcommittee Minutes. The motion was seconded by Committee Chairman Moran. The motion to approve the minutes passed with a vote of 2 in favor and 0 against.**

Chief Spera stated that Committee Meeting Minutes never get retroactively reworded. Instead, changes or clarifications are noted in the current minutes.

The Building Committee Members acknowledged Chief Spera's explanation.

**III. Public Comment**

There was no public comment.

**IV. Progress Reports from Downes**

## 1. Work Completed Since Last Meeting:

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

- CMU at addition
- SOG at existing
- East storm water retention system (change to west)
- Installation of OH door frames

## 2. Work in Progress

Downes reported that the following items are currently in progress:

- Veneer at addition
- CFMF Track layout
- MEP rough in existing
- West storm water retention (change to east)
- Raised access flooring
- Dust control

## 3. Work to start before within two weeks

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

- Roof removal for RTU and Mansard
- Setting of fuel tank
- Metal stud framing
- Steel framing at clearstory and addition
- Set pad and fuel tank

Chief Spera asked Downes if they were confident with the thickness and stability of the floor.

Downes replied that the floor being used for the Police Department is one that they have used with several projects in the past. They emphasized that the floor has never been an issue and they do not expect any issues to arise.

Building Inspector Lucas also stated that that the floor appeared adequate.

## 4. Old Business

### a. Secondary Emergency Police Vehicle Exit

Downes stated that they are looking to formalize the new sketch for the south property line changes. They informed the Committee that they are working with the site contractor on the new proposal. Downes concluded that they do not expect any significant changes in price, but that any additions will be absorbed by the GMP.

First Selectman Fortuna stated that the next Zoning Committee meeting was in mid-July and that it would be beneficial to have a full Building Committee Meeting prior to the Zoning Committee Meeting for the purpose of accepting the formalized changes to south property line and driveway.

Committee Chairman Moran asked if the gateway was wide enough for the Department's Mobile Operation Center.

Chief Spera replied that that gateway was wide enough for all Department vehicles.

First Selectman Fortuna stated that he is requesting that the Zoning Commission consider the changes to the south property line as an administrative matter, but it will be up to the Zoning Committee to decide.

Downes asked if approval was still being sought from the Diocese.

Chief Spera responded that the process is ongoing.

Finance Director Carver asked when the last contact was made with the Diocese.

Chief Spera responded that the Bishop has already given approval for the change, but that the Diocese attorneys are still working on the paperwork. Chief Spera added that in the worst case scenario, there could be a break in the fence and in the event of an emergency that prevents egress from Lynde Street, the Department will go through the fence break.

b. Future Storage Building

Downes reported that the preliminary sketch provided to the site and concrete contractor was for the foundation only. The hard costs for the storage building came to approximately \$90,000.00.

Chief Spera asked if the drainage system was included in that estimate.

Downes replied that the drainage system was not part of the estimate.

Chief Spera asked what is in the budget to extend utilities to the storage building.

Downes replied that utilities could be stubbed up to the building. A real foundation design would be needed for more accurate pricing.

Chief Spera asked for a time frame Downes would need decisions for the storage building.

Downes replied that the oil water separator would need to go in as soon as possible. They concluded that decisions about the foundation would need to be made by August at the latest.

First Selectman Fortuna asked about the cost of an oil water separator.

Building Inspector Lucas replied that it would probably cost about five thousand dollars.

Downes stated that their design for the storage building foundation is based on the same system as the new police building, which is a substantial foundation.

Chief Spera stated that he has reached out with specs for a storage building to get rough pricing estimates.

First Selectman Fortuna agreed to meet with Chief Spera about the storage building and a potential foundation.

c. GMP Status

Downes handed out a GMP updated. They explained that Branford Roofer had been dismissed from the project and the second lowest bidder would be brought on at an additional \$21,000, which will be taken out of the Miscellaneous Owner's Expense line item.

Chief Spera asked why the additional cost was coming from this line item.

Downes replied that because a GMP has not yet been signed, they do not want anything coming out of the GMP Contingency.

Chief Spera asked if it will be harder to build a storage building with leftover contingency money.

Finance Director Carver replied that the Contingency money is not meant for the storage building.

Chief Spera stated that at the end of the job, people are going to want to see any leftover Contingency money returned to the town and not spent on the job site.

First Selectman Fortuna stated that the Future Owner's Expense line item could potentially be used for storage building costs but that he was also hoping to take some FF&E costs from this line item as well.

Committee Member Sparaco clarified that the additional \$21,000.00 for the roof would be coming out of the \$250,000.00 Future Owner's Expense line item.

Downes affirmed Committee Member Sparaco's clarification.

Committee Chairman Moran asked how FF&E will be paid for.

First Selectman Fortuna replied that he is hopeful there will be three pockets of money: Capital nonrecurring, Future Owner's Expense, and the Project Contingency. First Selectman Fortuna added that he wants to be able to use money from the Future Owner's Expense to accomplish the Chief's goals with regards to the storage building. First Selectman Fortuna added that he doesn't want to deplete the entire Capital Nonrecurring account on the Police Department so that the money from this account can be used to improve the infrastructure of the town.

Committee Member Sparaco asked how money left over from the Contingency is returned to the town.

Downes replied that a change order deduction in the amount of left over contingency would be initiated. Downes also stated that the line item for FF&E is currently listed at \$250,000, which is incorrect. That line item should be entitled Future Owner's Expense.

Chief Spera stated that the listed cost for the phone system is also incorrect. He added that the line item for the phones should be \$40,000.00.

Finance Director Carver replied that the handouts indicate that the line item for phones should be \$25,000.00.

Downes stated that the phone system line item was originally \$50,000.00 but that some money was taken out because it was related to wiring.

Chief Spera replied that there was a line item for the phone system and a separate line item for wiring. He added that this conversation has already taken place and that he has produced evidence from past handouts of the two separate line items and the phone system being listed as \$40,000.00.

Downes stated that they want to make sure that the right number is included and that money could be added to the phone system but doing that either makes the GMP go up or the money will be taken from another line item.

Chief Spera stated that he just wants to make sure the GMP reflects what was discussed. – I just want to make sure the GMP reflects what was discussed.

Downes stated that they would correct the errors and bring a fresh copy to the next meeting.

d. Northeastern Communications

Downes informed the Committee that they are currently communicating with Northeastern Communication on pricing.

e. Roofing Contractor

Downes reiterated that Branford Roofing is no longer part of the project.

f. Interior Signage

Downes informed the Committee that they had some samples for Committee Members to see.

Chief Spera stated that the town would like to see the local sign company have an opportunity to bid on the interior signage for the building.

g. Keying Meeting

Downes stated that a keying meeting was forthcoming. They added that they could send examples from other Department's to the Chief for his review.

Chief Spera responded that any template that he could review would be helpful.

Committee Chairman Moran stated that the Chief needs to consider how many locks will be affected if a key is lost. He added that the fewer keys issued the better.

h. COP Status

Downes handed out a budget report update. They informed the Committee that the Contingency is healthy at this point. The Contingency began at \$346,000 and is now at approximately \$308,000.

First Selectman Fortuna asked if Downes was comfortable with how the project is progressing.

Downes replied that the job is going smoothly and that they would bring an itemized list of new Change Orders to the next meeting so that the same COP's are not being reviewed every two weeks.

Finance Director Carver asked if all of the COP's have been sent to the town for approval.

Chief Spera stated that the town does not approve change orders.

Downes added that the town is notified of approved COP's.

5. New business

Committee Chairman Moran asked if the town is obligated to present a set of project drawings to the insurance company.

Chief Spera replied that it would be a good idea, but he did not believe that the insurance company has someone who reviews construction documents. Chief Spera added that when the Department built the temporary facility, the insurance company did not ask to review the plans.

Downes stated that the fire alarm and fire system questions have been addressed by Fire Marshall Dobson. – Fire alarm and fire system questions have been addressed by Fire Marshal. Underground storage tank report was sent out last night.

## 6. Submittal and RFI Status

There were no comments.

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

This issue was addressed during the Downes Update.

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

This issue was addressed during the Downes Update.

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

There were no comments.

### **VIII. Change Orders**

This issue was addressed during the Downes Update.

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

This issue was addressed during the Downes Update.

### **X. Old Business**

This issue was addressed during the Downes Update.

### **XI. Public Comment**

There were no comments.

### **XII. Adjournment**

**Committee Member Sparaco made a motion to adjourn. Committee Chairman Moran seconded the motion. The motion to adjourn the meeting passed with a vote of 2 in favor and 0 against.**

*The next Regular Police Building Subcommittee meeting will be held on July 16, 2014.*

The meeting minutes for July 2, 2014 were prepared and respectfully submitted by:

Trent Gerbers  
Recording Clerk for the Old Saybrook Police Building Committee