

**OLD SAYBROOK POLICE BUILDING SUBCOMMITTEE**  
**Regular Meeting**  
**July 30, 2014**  
**MINUTES**

A regular meeting of the Old Saybrook Police Building Subcommittee was held on Wednesday, July 30, 2014, at the Old Saybrook Emergency Operations Center.

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

**I. Call to Order**

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

The Recording Clerk took attendance for the meeting.

**II. Approval of Minutes**

A. July 2, 2014

**Vice Chairman Sparaco made motion to approve the July 2, 2014 Meeting Minutes. Chairman Moran seconded the motion. The motion to approve the July 2, 2014 Meeting Minutes passed with a vote of 3 in favor and 0 against. Committee Member Maher abstained from the vote.**

**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:

- Veneer at addition
- Structural Steel
- SOG grading
- Water service onto site

2. Work in Progress

Downes reported that the following items are currently in progress:

- MEP rough
- Metal stud framing
- Flaps on roof for mansard framing
- Roof blocking at addition

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

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

- SOG placement at addition
- Roofing at addition
- Interior CMU at addition
- Septic system

### 4. Old Business

#### a. Secondary Emergency Police Vehicle Exit

Downes asked for any updates from First Selectman Fortuna.

First Selectman Fortuna responded that he could present the updated plans for the south property line in front of the Planning and Zoning Board on August 18<sup>th</sup>.

Chief Spera stated that he has not heard back from the Diocese, but that Downes does not need Diocese approval for fence construction. Chief Spera suggested that the fence be built with a break in it so that vehicles could exit if necessary.

Downes informed the Commission that the Change Order Proposal for the new south property line is now at a credit to the project of \$8,500.00. Downes asked if the privacy fence could be removed if the road was eliminated from the project.

First Selectman Fortuna replied that if there is no road then he did not see a need for a privacy fence but that the issue was up for discussion.

Downes stated that they would take the credit for the privacy fence for the time being and if a fence needed to be added at a later date then it could be done.

Chief Spera stated that if there is going to be a walkway then there will probably be a need for a fence. Chief Spera asked if the area for the secondary emergency egress could be clearly labeled with paint on the job site for clear future reference.

Downes stated that there are five trees that have been tagged for removal but were not on the original design map. Downes asked if they had approval to remove the trees.

First Selectman Fortuna replied that if the trees need to be removed then it would be a good idea to go to the one or two neighbors that will be affected and explain why the trees are being removed.

Chairman Moran stated that the First Selectman should not give the impression that the neighbors affected by the tree removal can stop the tree removal from taking place.

First Selectman Fortuna agreed and stated that he would propose to the neighbors that they wait and see what the change looks like and then the town could plan another tree if necessary.

Chief Spera asked when a decision was needed on this issue.

Downes replied that they would like this issue resolved within a month.

#### b. Future Storage Building

Downes informed the Commission that they will not be involved in the construction of the storage building.

First Selectman Fortuna added that Downes should stub up as many utilities as possible for future construction.

Downes replied that they have already run a water and sanitary connection. They also have three to four conduits for electricity. When gas service is needed, the gas company will tap into the gas line for the main building and connect the storage building.

First Selectman Fortuna asked that all pipes be run into the area where the foundation will be. First Selectman Fortuna explained that the future storage building will be part of a Board of Finance Town Meeting, which will appropriate funds for the building's construction.

Chief Spera asked what the site of the future storage building will look like when Downes leaves.

Downes replied that the site will be grass.

Building Inspector Lucas stated that the oil water separator should go outside the building.

First Selectman Fortuna asked if it could go to the east, underneath the park.

Building Inspector Lucas stated that it would be better to go to the south with the oil water separator.

Mr. Humes stated that a vehicle needs to be able to get to the site to pump it.

Chairman Moran asked if the oil water separator is encased in fiber class.

Building Inspector Lucas replied that it is encased in concrete.

First Selectman Fortuna asked about the gas line.

Downes replied that the discussions are ongoing but that it would be running to the south where the former road was and it would be deeper than the storm system. Downes also stated that the gas line would be tapped off on the access driveway by the cell tower.

c. GMP Status

Downes informed the Committee that there is a signed Guaranteed Maximum Price.

Finance Director Carver handed out copies of the GMP to Committee Members.

d. Northeastern Communications

Downes informed the Committee that discussion with Northeastern Communications was ongoing, but that coordination meetings were forthcoming to go through the building setup matrix.

e. Interior Signage

Chief Spera asked if he could see samples of the interior signage.

Downes stated that they would bring samples to the next meeting.

Chief Spera asked if this is the last bid to be awarded.

Downes replied that finalizing interior signage should be the last project bid.

f. Keying Meeting

Downes stated that they would provide Chief Spera with an example of a key hierarchy that could work for the Police Department. They added that a keying meeting will be established within the next month.

g. COP Status

Downes reviewed new COP's with the Committee.

Chief Spera stated in regards to one of the new COP's that his contact with CL&P feels there is a better solution than adding a new pole. Chief Spera stated that he would like to meet with Downes and CL&P to ensure that the best solution is pursued.

Downes replied that they would meet with Chief Spera and a CL&P representative as soon as possible.

First Selectman Fortuna asked if the figures given for the COP's were real numbers.

Downes replied that the true contingency value is unknown and that the values being shown were estimates of the cost for the proposed changes.

Chief Spera asked if the estimates were based on worst case scenarios or if they were more conservative.

Downes replied that they believe their estimates are fairly accurate.

Chairman Moran asked if the rest of the roof is being surveyed for rot.

Downes replied that the entire roof is being peeled up so there is potential to find more rotted areas.

Building Inspector Lucas asked why additional sand protection would be a change order.

Downes replied that the contingency was established for unforeseen conditions.

Chief Spera argued that with a hole in the middle of the building, rain and moisture should have been an anticipated condition.

Committee Member Brophy asked how much more is being spent.

Downes replied that the COP is for \$5,000.00

Chief Spera asked if Downes had a line item for snow removal on the site.

Downes replied that snow removal is covered in the budget. They also added that the town is not paying extra for any COP and that these circumstances are what the Contingency Fund is for.

h. Raised Access Floor Stability

Downes stated that the floor is in and once the adhesive cures, it will settle over time. The creaking should be completely eliminated.

Chairman Moran asked what kind of carpet would be in the building.

Downes replied that there would be carpet squares throughout the building.

i. FF&E

Downes stated that the first FF&E meeting would be next Thursday.

Chief Spera added that an inventory of the current building would be taken as a reference and that different options would be considered so that a proposed budget could be developed and given to the First Selectman. Chief Spera also stated that the furniture for the building will be simple for the most part and that he has begun meeting with vendors on some ideas for the Dispatch furniture.

Chairman Moran asked if Downes will do the receiving once the purchase order has been issued.

Downes replied that they would purchase everything off of a list and receive those items.

Chairman Moran asked if the warranties would be given to the Town.

Downes replied that all warranty information and packets would be turned over at the completion of the project.

j. Building Insurance Coverage Review

First Selectman Fortuna stated that he would follow up on this issue.

5. New business

Chief Spera stated that Downes has been great and very cooperative. He added that Department Personnel are starting to show interest in the project and a new directive has been issued that details how a Department member can go and visit the site. Chief Spera concluded that the site is very clean and everyone has been welcoming for the most part.

Chief Spera asked how inspections have gone.

Building Inspector Lucas and Fire Marshall Dobson both agreed that everything looked good up to this point.

Chairman Moran asked when the warranties become effective.

Mr. Humes replied that it is partially based on the date of substantial completion but mostly on the date when the building is available for its intended use.

Chairman Moran asked if commissioning is required before substantial completion is granted.

Mr. Humes responded that commissioning is ongoing after the date of substantial completion.

Chief Spera stated that the Department would like to do a balance report after occupancy of the building.

Downes replied that balancing is typically not done after occupation but they could come back and make adjustments as needed.

Chief Spera asked what project component had the longest attached warranty.

Mr. Humes responded that the roof has a 30 year warranty.

## 6. Submittal and RFI Status

There were no comments on this topic.

## 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

This issue was addressed during the Downes Update.

## VIII. Change Orders

This issue was addressed during the Downes Update.

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

Chairman Moran asked about the status of the white building.

Fire Marshall Dobson replied that he would have to go through the building to make sure there was no pressure treated wood.

First Selectman Fortuna stated that the Fire Department has a training interest in the building.

Chairman Moran stated that AT&T should be notified about the training exercise before it takes place.

## 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 4 in favor and 0 against.**

*The next Regular Police Building Subcommittee meeting will be held on August 13, 2014.*

The meeting minutes for July 30, 2014 were prepared and respectfully submitted by:

Trent Gerbers  
Recording Clerk for the Old Saybrook Police Building Committee