

**OLD SAYBROOK POLICE BUILDING SUBCOMMITTEE**  
**Regular Meeting**  
**August 13, 2014**  
**MINUTES**

A regular meeting of the Old Saybrook Police Building Subcommittee was held on Wednesday, August 13, 2014, at the Old Saybrook Emergency Operations Center.

Present: Committee Chairman Dan Moran and Committee Member Lee Sparaco, John O'Brien. Also present were First Selectman Fortuna, Finance Director Carver, Fire Marshall Dobson, and Police Chief Spera.

**I. Call to Order**

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

Chairman Moran requested that the meeting schedule for the Subcommittee be updated through the end of the calendar year.

Finance Director Carver stated that the 1<sup>st</sup> Floor Conference room may not be available for every meeting but that she would try to schedule as many meetings in the conference room as possible.

First Selectman Fortuna added that if the meetings are not notified for the 1<sup>st</sup> Floor Conference room then they will be in the Emergency Operation Center.

The Recording Clerk took attendance for the meeting.

**II. Approval of Minutes**

A. July 30, 2014

**Committee Member Sparaco made a motion to approve the July 30, 2014 Police Building Subcommittee Minutes. The motion was seconded by Committee Member O'Brien. The motion to approve the July 30, 2014 Police Building Subcommittee Minutes passed with a vote of 3 in favor and 0 against.**

**III. Public Comment**

There was no public comment.

**IV. Progress Reports from Downes**

Chairman Moran recommended that all subcommittee members receive updated COP lists.

Committee Member O'Brien asked for clarification on the COP process.

Downes replied that a COP can be originated from Downes or from the architect based on unforeseen circumstances.

Chief Spera asked for Downes to report if any change orders had been initiated based on feedback from him.

Downes replied that no change orders had been initiated from a member of the Police Department.

Chief Spera reiterated that he has not been responsible for facilitating a change order that would affect the project contingency.

First Selectman Fortuna asked how much has been spent from the Contingency.

Downes replied that approximately \$74,000.00 has been spent from the Contingency, which leaves approximately \$286,000.00.

Chief Spera asked for clarification on FF&E so he can begin making budget categories for the furniture that needs to be purchased. For example, new computers could be part of the FF&E budget or part of the project IT budget. Chief Spera added that he is working on an IT budget. He stated that the Department has 18 servers and he is not seeking replacement for those servers. He also stated that most of the Department's computers would be moved to the new building, but that some need to be replaced.

Chairman Moran stated that Building Committee Members should receive an advanced copy of the FF&E proposal for review.

## 1. Work Completed Since Last Meeting:

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

- Clerestory truss installation
- Concrete slab placement at addition
- Flaps on roof for Mansard Framing

Chief Spera asked about a COP regarding steel supports being added to the building.

Downes replied that 3x3 steel tubes were being added for building support.

Chief Spera asked if this COP was initiated due to a design failure.

Downes replied that the design was properly done and that the steel tubes are a solution to an unforeseen problem.

## 2. Work in Progress

Downes reported that the following items are currently in progress:

- MEP Rough
- Mansard Framing
- Prep and place concrete ramps at addition
- Roof sheathing at clerestory
- Water service to the building

Chairman Moran stated that different additives for concrete can help prevent corrosion of concrete due to salt. He stated that additives should be sprayed on the exterior concrete and sidewalks to help prevent the need for replacement.

Chairman Moran asked what kind of finish would be used on the garage floor.

Downes replied that the garage would be sealed concrete.

## 3. Work to start before within two weeks

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

- Roofing (Existing and addition)
- Oil/water separator and holding tank
- Septic system
- Abatement of MEP Penetrations at exterior of existing building
- Interior CMU partitions at addition

#### 4. Old Business

##### a. Secondary Emergency Police Vehicle Exit

Downes stated that the secondary emergency egress COP would result in a credit of \$8,400.00.

Chairman Moran asked how the gate is being funded.

Downes replied that the gate and fencing are all part of the COP. They added that they would provide a detailed list of everything that will go into the change order.

Committee Member O'Brien asked if a legal opinion on the gate had been attained.

First Selectman Fortuna replied that he has spoken to Attorney Cronin and that the town should be covered from a liability standpoint if the gate is ever used during an emergency.

Chief Spera emphasized that the new operational policy with regards to the gate will be to only use the exit in the event of an emergency that has made egress onto Lynde Street impossible.

Committee Member O'Brien asked if the full Committee should vote on whether or not a gate should be constructed in the fence.

Chief Spera replied that the COP has already been initiated and that a gate will be constructed in the fence. He added that only the Police Department can create policy on how the gate will be used. Chief Spera stated that because of the new building, an entirely new book of general orders will need to be created specifically regarding use of the new facility.

Committee Member O'Brien asserted that the gate is not part of the building plans and that putting in a gate usurps the rights of the church. He added that he does not believe written permission for the gate's use will ever be granted from the church.

Chief Spera stated that he has spoken to and received verbal permission for the gate from the priest of Saint John's, the Superintendent of Saint John's school, the Chancellor of the Dioceses and the Bishop.

Committee Member O'Brien responded that verbal permission does not hold any legal authority.

First Selectman Fortuna stated that he agrees that a written agreement with the church will be needed eventually. He added that Committee Member O'Brien's objections to the gate have been made known and have been stated clearly for the record. He concluded, however, that the gate should be constructed.

##### b. Northeastern Communications

Downes reported that they will be meeting with subcontractors and representatives from American Networks International and Custom Electric to review the scope of the project.

Chief Spera asked if he should be present at this meeting.

Downes replied that the Chief's presence would be required at future meetings but the first meeting is just to get all the subcontractors on the same page before meeting with members of the Department or Northeastern Communications.

Chairman Moran asked if the emergency consoles are coming out of the FF&E budget.

Chief Spera responded that the emergency consoles are part of the construction budget.

Chairman Moran asked if the supplies for the filing cabinets are included in the contract.

Chief Spera stated that the decision needs to be reviewed by the Committee. He added that no matter what filing system is chosen, he does not have the personnel to change the current filing system into whatever the new system will be.

c. Interior Signage

Downes reported that a meeting has been coordinated between Chief Spera and JHA.

d. Keying Meeting

Downes reported that they forwarded a key schedule to Chief Spera and Chairman Moran.

Chief Spera confirmed that he received the key schedule but that he could use some clarification on the document.

Chairman Moran stated that Chief Spera cannot establish a locking system unless he fully understands all of his options.

Chief Spera asked if software for the locking system is included in the budget.

Downes replied that the software for the system is included.

Chief Spera asked if a PC is being supplied for the locking system.

Downes replied that they would check and report back at the next meeting.

e. FF&E

First Selectman Fortuna stated that he went to bond council and got an opinion on how the future owner's expense money could be used. The First Selectman reported that bond council recommended that the money be reallocated at a town meeting.

Chief Spera stated that even after money is reallocated to FF&E, additional funds will likely be needed. Chief Spera also stated that Downes is charging \$15,000.00 to make all of the FF&E purchases for the Department, but that much of the work could be handled directly by the Department. As such, Chief Spera is meeting with Downes to talk about their scope of work for FF&E. Chief Spera concluded that a consultant should be hired for furniture purchases, but that much of the items can be selected by the Department without Downes' assistance.

First Selectman Fortuna stated that a consultant has been hired by JHA and a proposal has been submitted for approximately \$10,000 less than the amount charged by Downes.

f. Building Insurance Coverage Review

First Selectman Fortuna reported that this item is completed.

g. Trees along southern property

Downes reported that additional trees have been tagged along the south property line.

Chief Spera added that any tree near the communications compound that could be a hazard should still come out.

## 5. New business

Chairman Moran asked if environmental permits are needed to burn down the white building for Fire Department training.

Fire Marshall Dobson replied that they will need to coordinate with the DEP.

Chairman Moran asked if the town will clean up the debris after the training.

First Selectman Fortuna responded that the town would clean up the remaining debris.

Chairman Moran stated that the town just needs to make sure that everyone is properly notified so that a fine is not incurred from the DEP.

## 6. Submittal and RFI Status

There were no comments.

## **V. Status of Budget**

Chief Spera stated that the budget numbers for the first year in the new building will be educated guesses.

Chairman Moran stated that Downes should supply the Department with operational budget estimates.

Chief Spera added that he would be looking for Department utility estimates for gasoline, electric, building upkeep, etc.

Finance Director Carver stated that if estimates are provided beyond mid-March, they won't be helpful for the budgeting process.

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

Downes reported that the exact status of the Contingency Fund is \$286,255.00.

## **VII. Report of Inspections**

There were no issues reported.

## **VIII. Change Orders**

Chief Spera reported that a potential phone system for the Department had been identified at a cost of \$36,000.00. He stated that he is happy with the price.

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

Chairman Moran asked if there is a hard copy binder with all of the project drawings.

Fire Marshall Dobson stated that he and Building Inspector Lucas would need a complete set of drawings as well.

Downes replied that they would provide a complete set of drawings at the conclusion of the project.

Chief Spera stated that the Design Build model does not allow for the Building Committee or Town to make many day-to-day decisions, which has been an adjustment. Chief Spera added though that the Committee shouldn't try to micromanage the project and that the model chosen for this project should be accepted and embraced.

## **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 Member O'Brien seconded the motion. The motion to adjourn the meeting passed with a vote of 3 in favor and 0 against.**

*The next Regular Police Building Subcommittee meeting will be held on August 27, 2014.*

The meeting minutes for August 13, 2014 were prepared and respectfully submitted by:

Trent Gerbers  
Recording Clerk for the Old Saybrook Police Building Committee