

**OLD SAYBROOK POLICE BUILDING SUBCOMMITTEE**  
**Regular Meeting**  
**August 27, 2014**  
**MINUTES**

A regular meeting of the Old Saybrook Police Building Subcommittee was held on Wednesday, August 27, 2014, at the Old Saybrook Town Hall.

Present: Committee Chairman Dan Moran and Committee Members Lee Sparaco, John O'Brien, and Jerry Brophy. Also present were First Selectman Fortuna, Building Inspector Lucas, Fire Marshall Don Dobson, Architect Brian Humes, Police Chief Michael Spera and Police Commission Chairman Robert Finch

**I. Call to Order**

Chairman Moran called the meeting to order at 10:36 AM.

**II. Approval of Minutes**

A. August 13, 2014

**Committee Member Sparaco made a motion to table the August 13, 2014 meeting minutes until the September 10, 2014 meeting. Committee Member O'Brien seconded the motion. 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**

**1. Work Completed Since Last Meeting:**

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

- Addition Parapet Framing
- SOG at addition
- Roof Sheathing and Framing at Clerestory
- Abatement of MEP penetrations

**2. Work in Progress**

Downes reported that the following items are currently in progress:

- MEP rough-in
- Mansard Framing
- Roof Blocking
- Interior CMU Partitions at addition
- Oil/water separator and holding tank

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

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

- Septic System
- Roofing at addition and existing
- Detention area – cell door frames, embed items
- Detention area – CMU Partitions

#### 4. Old Business

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

First Selectman Fortuna asked when the building would be fully enclosed.

Downes replied that the goal is to have the site paved this year.

Committee Member O'Brien asked about the legal opinion obtained by Chief Spera with regards to the secondary emergency police vehicle exit.

Chief Spera clarified that First Selectman Fortuna obtained the legal opinion despite the notes provided by Downes. Chief Spera added that the Downes meeting reports are not the official record of the meetings, which are provided by the Committee Clerk.

Building Inspector Lucas stated that the official meeting minutes attribute the legal opinion to First Selectman Fortuna.

First Selectman Finch responded that the opinion he obtained from Attorney Cronin was not in an official capacity, but seemed to indicate that the town was operating well within their rights.

Police Commission Chairman Finch asked if written permission for the fence and gate was needed.

Chief Spera responded that written permission to construct the fence and gate was not necessary because both would be built on town property.

Committee Member O'Brien expressed strong belief that written permission would never be granted by the Dioceses.

Police Commission Chairman Finch stated that the issue is irrelevant because the police can utilize any entrance or exit necessary in the event of an emergency.

##### b. Northeastern Communications

Downes stated that a meeting needed to be scheduled with Northeastern Communications and the Department.

Chief Spera stated that Northeastern Communications is preparing an outline of their scope of work. Chief Spera added that the Department has already commented on an early draft and that Northeastern Communications is revising their document based on the comments.

##### c. Interior Signage

Downes asked if the Department was handling signage graphics.

Chief Spera responded that the signage graphics would be taken care of by a local vendor that the Department uses frequently.

##### d. Keying Meeting

Downes stated that Park Roway has been contacted to provide a keying template and meet with the Department.

e. COP Status

Downes stated that the ASI Logs have been attached to their meeting minutes and that they are working on a new spreadsheet that will provide the added level of detail requested by Committee Chairman Moran. Downes added that the GMP has not changed to date and that the Contingency currently stands at \$266,489.00. There are currently 43 COP's with a delta of \$87,234.00.

Chief Spera requested that COP 39 (Waynes Coating in the Administrative Suite) be cut from the project, which would restore approximately \$52,000.00 to the project budget.

Committee Chairman Moran asked for an explanation on COP 38 (additional insulation for sound).

Mr. Humes responded that the drawings indicated that 3.5 inches of insulation would be needed but some walls have a 6 inch stud. COP 38 was initiated to determine the cost of going from 3.5 inches of insulation to 6 inches of insulation for additional soundproofing.

Building Inspector Lucas stated that this change could represent a mistake in the drawings.

Mr. Humes responded that a mistake was not made and that the extra insulation was not a thermal issue but a sound issue.

Chief Spera stated that for an additional five thousand dollars, it might make sense to provide the extra insulation.

Mr. Humes added that providing the extra insulation will increase performance.

**Committee Member O'Brien moved to accept COP 38. The motion was seconded by Chairman Moran. The motion to accept COP 38 was approved with a vote of 4 in favor and 0 against.**

First Selectman Fortuna asked if a local carpenter would be able to add Waynes Coating later.

Mr. Humes responded that furniture would likely have to be removed.

Chief Spera stated that Waynes Coating is not an operational necessity.

Chairman Moran suggested that Waynes Coating be priced out just for Chief Spera's office.

Chief Spera asked if blocking would be cheaper.

Downes replied that blocking would cost a couple thousand dollars.

First Selectman Fortuna stated that Downes should proceed with blocking, but hold off on everything else.

Committee Member O'Brien asked what blocking is.

Downes responded that wood blocking is added between the studs. Downes stated that they will only proceed with blocking at this point and return with an itemized price for Waynes Coating per room.

Chief Spera stated that he is more concerned about resolving operational issues. One such issue is adding utility cabinets in the laundry area for detergent and other cleaning supplies.

Downes replied that this would be a GMP change order, which would need to be voted on by the Committee and then brought to First Selectman Fortuna.

Based on conversations on the project Contingency, Chief Spera clarified that GMP change orders are added expenses to the project for which there is no money. He stated that these costs could possibly be offset by money coming back to the town at the end of the project but that it is a gamble for the town to incur a large amount of GMP change orders.

First Selectman Fortuna asked what GMP Change Orders have been approved at this point.

Downes responded that the only approved GMP change order is COP 38, which was just voted on. The additional cost is \$5,000.00.

Chairman Moran stated that there needs to be an easier way for the Committee to see total number of COP debits and credits so the true status of the Contingency could be understood.

Chief Spera agreed, stating that money is constantly going in and out of the Contingency but without a clear idea of the money available it is difficult for the Committee to consider GMP change orders.

Downes replied that they are developing a more easily understood reporting method, but GMP change orders should not be voted on right now, only discussed. If the Committee reports to Downes that they are interested in pursuing a GMP change order then Downes can do additional research and come back to the Committee with a more realistic price for the change.

Mr. Humes added that the COP's are concepts and if the Committee likes a concept then Downes can go further with pricing. If the Committee doesn't like a concept then the COP can be eliminated.

First Selectman Fortuna stated that the Committee would like Downes to pursue more detail on COP's 37, 38, 41, and 43.

Chief Spera asked if there was a way to distinguish between a Project Contingency COP and a GMP COP.

Downes replied that their new spreadsheet would clearly show the difference between a Project Contingency COP and a GMP COP.

Committee Member Sparaco stated that there are some changes that need to be taken care of immediately and cannot wait for group approval.

First Selectman Fortuna stated that Downes has the authority to handle any changes within their Contingency.

Chief Spera asked what happens if it is an out of scope change.

Downes replied that those issues will be handled on a case by case basis.

f. FF&E

Downes asked if it is confirmed that the Town is handling FF&E.

Chief Spera stated that everything would be handled by the Town with the exception of three items which are part of the construction budget: mobile storage shelving in the evidence and record rooms, three dispatching stations, and the armory arsenal storage. He added that he wants to coordinate a meeting with vendors on these three items.

First Selectman Fortuna added that the Town has signed a contract with J&I Design to handle the project FF&E on the Town's behalf.

Chief Spera added that this change has resulted in a delta of more than \$10,000.00 being put back into the project.

g. Trees along southern property

Downes stated that approximately a dozen trees have been tagged. They stated that they would like to have a meeting to determine which trees that had previously been tagged for removal for the construction of the access road could now remain.

Mr. Humes stated that there is only one questionable tree that may need to be trimmed.

h. Status of Former Building at 225 Main Street

Downes stated that the building will be used for training purposes.

First Selectman Fortuna replied that Public Works may now be interested in taking the building.

i. Sidewalks – Concrete Additive

Downes stated that they talked to Colossale about concrete additives. They reported that Colossale is researching spray additives that would need to be applied annually.

j. Development of Building Operations Budget

Downes reported that in an effort to provide the most realistic numbers to the Department, they are contacting another Police Department with similar size and systems for their operational budget numbers. Those numbers will be adjusted on a square footage basis.

Chief Spera stated that he believes that will be an adequate budget explanation.

k. Monthly Executive Report

Downes stated that they would add Committee Members Brophy and Sparaco to the distribution list. Additionally, Downes stated they would continue to develop a reporting system for COP proposals.

5. New business

There was no new business for discussion.

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**

Building Inspector Lucas stated that he needs to have drawings kept up to date. Additionally, he asked for Downes to clean up the hanging wire from the original trusses. Building Inspector Lucas also stated that more isolation valves need to be added to the plumbing system. He added that access for those areas is available now so it would be an opportune time to add them.

Fire Marshall Dobson stated that the project is progressing well to this point and that field decisions for the project are being well communicated and documented.

Mr. Humes agreed. He added that with a budget in mind, some conscious decisions were made on the drawings. He stated that these changes were not mistakes and that the Committee has the opportunity now to add the details that they would like to see in the building.

Building Inspector Lucas asked if decking is available to match the existing roof.

Downes responded that a patch could be made.

Committee Member Brophy asked about the building delivery date.

Downes replied that they are targeting the end of March or early April.

## **VIII. Change Orders**

This item was discussed during the Downes Update.

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

Chief Spera asked if the attempted copper theft would affect the project.

Downes replied that the project won't be affected and that an insurance claim will be made if necessary.

Chief Spera elaborated that nothing was taken from the jobsite but that some of the copper was broken.

## **X. Old Business**

This issue was addressed during the Downes Update.

## **XI. Public Comment**

There were no comments.

## **XII. Adjournment**

**Committee Member O'Brien made a motion to adjourn. Committee Member Sparaco 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 September 10, 2014.*

The meeting minutes for August 27, 2014 were prepared and respectfully submitted by:

Trent Gerbers  
Recording Clerk for the Old Saybrook Police Building Committee