

OLD SAYBROOK POLICE BUILDING SUBCOMMITTEE
Regular Meeting
September 10, 2014
MINUTES

A regular meeting of the Old Saybrook Police Building Subcommittee was held on Wednesday, September 10, 2014, at the Old Saybrook Town Hall.

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

I. Call to Order

Chairman Moran called the meeting to order at 10:39 AM.

II. Approval of Minutes

A. August 13, 2014

Committee Member Sparaco made a motion to approve the August 13, 2014 Police Building Subcommittee Minutes. The motion was seconded by Committee Member O'Brien. The motion to approve the August 13, 2014 Police Building Subcommittee Minutes passed with a vote of 3 in favor and 0 against. Committee Member Brophy abstained from the vote.

B. August 27, 2014

Committee Member O'Brien made a motion to approve the August 27, 2014 Police Building Subcommittee Minutes. The motion was seconded by Committee Member Brophy. The motion to approve the August 27, 2014 Police Building Subcommittee Minutes passed with a vote of 4 in favor 0 against.

Committee Chairman Moran commented that the term "wainscoting" was incorrectly labeled as "Waynes Coating" throughout the minutes and should be changed to reflect the proper spelling.

Committee Chairman Moran noted that on Page 2 of the minutes, Police Commission Chairman Finch was incorrectly labeled as First Selectman Finch.

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:

- Septic tank installed
- Mansard framing and sheathing
- Roof is installed
- Roof blocking and curbs

2. Work in Progress

Downes reported that the following items are currently in progress:

- Front entrance framing
- Roof detailing work
- CMU at cell area
- Site electrical conduit excavation and installation
- Window installation
- Insulation piping and ductwork
- Drywall installation – one side

3. Work to start before within two weeks

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

- Brick veneer at front entrance
- Set RTU's
- Bollards and site concrete
- Spray foam in exterior walls
- Tree removal

First Selectman Fortuna asked when pavement would be put down.

Downes replied that pavement would be put down in late October or early November.

First Selectman Fortuna stated that he would like to be able to hold another neighborhood meeting and disseminate the message that once the pavement is put down, there will be less heavy machinery at the job site.

4. Old Business

a. Secondary Emergency Police Vehicle Exit

Downes informed the subcommittee that COP #3 was issued out of the Downes Contingency and the subcontractors were directed to proceed.

b. Northeastern Communications

Downes stated that there was a meeting with Northeastern Communications last Thursday and that Chief Spera, Brian Humes and Sergeant Gardner were present. An ASI will be coming out as a result of the meeting.

Chief Spera stated that the meeting was very beneficial as many little issues were discovered and resolved. He added that there will be change orders issued but not every change order will result in a cost change.

Downes added that change orders as a result of these technical meetings are typical at this point in the project.

Chairman Moran asked if someone is going to revise the drawings based on the changes.

Downes replied that some of the changes have been addressed immediately in the field. The rest of the changes will come from the itemized ASI that is being created now. A&I will follow up with a revised submittal based on the changes.

c. Interior Signage

Downes reported that they are waiting on the graphics for vinyl signage.

Chief Spera stated that the vinyl signs will be used only on doors with a window.

Committee Chairman Moran asked why granite was being used for the exterior signpost instead of aluminum.

Downes replied that granite is a standard detail of all their projects.

First Selectman Fortuna commented that he liked the granite.

Chairman Moran expressed concern that drilling additional holes into a granite post would cost more money in the future if a new sign needed to be hung.

Chief Spera noted that the Department did not ask for a granite signpost.

d. Keying Meeting

Downes reported that Park Roway has completed a first draft of a keying hierarchy. The next step is to schedule a meeting.

Chairman Moran asked how many keys would be created.

Chief Spera responded that the total number of keys needed is currently unknown.

e. COP Status

Downes reported that wood blocking would be installed in the administrative suite and that a cost for wainscoting for the Chief's office is currently being developed.

Chief Spera asked if the COP regarding the extra insulation was taking place.

Downes replied that the COP regarding the extra insulation was approved.

Downes reviewed a new COP spreadsheet that labeled the status, origin and cost of each COP. The document also labeled which COP's were in scope and out of scope changes.

Chief Spera stated that there are no out of scope changes right now.

Downes agreed and added that the blocking done in the administrative suite would be coming out of the construction contingency.

f. FF&E

Chief Spera asked when Downes would be able to confidently inform the Committee that money would be coming back to the town.

Downes replied that these conversations would begin around Christmas.

Chief Spera asked if extra money returned to the town could be used for the FF&E budget.

Finance Director Carver stated that there will be an attempt to move FF&E into the scope of the project so that any project money could be used to fund this line item.

Committee Member O'Brien stated that any change to the project should be defined with a dollar amount.

Finance Director Carver replied that money is not being appropriated and that moving FF&E into the project is only a scope change.

Committee Member O'Brien asked if that would give the town free reign to spend any money being returned from Downes.

Finance Director Carver responded that this scope change would give the Building Committee the authority to use project money to pay for other project needs as deemed appropriate by the Committee.

First Selectman Fortuna stated that he received a preliminary FF&E budget and that it was less than \$230,000.00.

Chief Spera replied that the preliminary budget was only for furniture costs and that there were several items that were excluded that the Department will need to open the building.

Committee Member Sparaco asked about the overall scope for the project bond.

First Selectman Fortuna replied that FF&E was originally excluded from the bond, but because of the Future Owner's Expense money that is available to fund this line item, an effort will be made to move FF&E back into the scope of the project. This scope change will be requested at a town meeting.

Committee Member O'Brien stated that he is comfortable with project money being reviewed and allocated by the Building Committee at the end of the project.

g. Trees along southern property

Downes reported that Colossale will start clearing trees soon but a temporary fence has to be taken down first.

Chief Spera asked if the Committee could expect the same level of professionalism from the new tree clearance contractor.

Downes replied that the new tree clearance contractor is a legitimate tree removal professional.

Chairman Moran asked if there would be any trees hanging over the building.

Chief Spera responded that all but one tree hanging over the building would be removed.

h. Sidewalks

Downes reported that Colossale is looking into a spray additive.

Chief Spera asked about the annual cost, because it is not worth doing the first time if the cost is too high on an annual basis. Chief Spera added that heated sidewalks would have been a better solution from a risk management perspective.

i. Budgeting

Downes stated that they will contact a Police Department with similar systems and adjust operational costs on a square footage basis.

Chief Spera stated that he needs operational cost estimates by the beginning of December. Chief Spera also noted that everything in the building has a one year warranty, which means the maintenance agreements won't take effect until two budget seasons from now, which will introduce additional costs into the Police Budget.

Chairman Moran stated that the budget should be setup to anticipate those numbers.

Finance Director Carver replied that there is no mechanism to build in those numbers.

j. AS Built Drawings

Downes reported that they are working to keep drawings up to date and that the issue has been addressed with the subcontractors.

k. Isolation Valve

Downes stated that three spots have been identified for additional isolation valves.

Chief Spera asked if the prison phone issue was finalized.

Downes replied that there is a recess in the masonry around the phone so there is a 2 inch pocket.

Chief Spera stated that the pocket needs to be covered.

Downes replied that they will use security caulk around the phone.

Chief Spera asked if the caulking could be dug out.

Downes replied that the security caulking is pick proof.

l. Wire hanging from steel joists

Downes stated that wires are being taken down as they go through the building.

Chairman Moran asked if there was an update on the copper thief.

Chief Spera stated that one person had been arrested. No connection to the jobsite has been identified yet.

5. New business

Chief Spera asked if he needed fire proof trash cans for each office.

Fire Marshall Dobson replied that fire proof trash cans were not necessary.

Chief Spera informed the committee that the Department was forming internal subcommittees for various building issues. Director Coco is leading a subcommittee with regard to the dispatching consoles. Another committee is being formed to examine file storage. Meetings with vendors will be setup with the respective subcommittees.

Chief Spera asked when the follow up technology meeting would take place.

Downes replied that the meeting would be scheduled when the revised ASI is completed.

Chairman Moran asked if the town would continue to rent the current Department building after the move.

Chief Spera stated that these discussions are currently taking place.

First Selectman Fortuna added that the building could be a potential storage unit for the Department if a reasonable rental price could be agreed upon.

Chairman Moran asked where costs of vacating the building will come from.

Finance Director Carver stated that these costs are currently setup to come out of the Capital Outlay Budget.

Chief Spera added that he is trying to convince the current owner that the building is more valuable in its current state so that the building does not have to be returned to the way it was prior to being inhabited.

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 Member O'Brien 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 24, 2014.

The meeting minutes for September 10, 2014 were prepared and respectfully submitted by:

Trent Gerbers
Recording Clerk for the Old Saybrook Police Building Committee