

**OLD SAYBROOK POLICE BUILDING SUBCOMMITTEE**

**Regular Meeting**

**February 4, 2015**

**MINUTES**

A regular meeting of the Old Saybrook Police Building Subcommittee was held on Wednesday, February 4, 2015 at the Old Saybrook Town Hall.

Present: Committee Chairman Dan Moran and Committee members Lee Sparaco and John O'Brien. Also present were First Selectman Fortuna, Finance Director Carver, Police Chief Spera, Fire Marshal Donn Dobson and Lt. Kevin Roche. Representatives of Downes Construction (Matt Peacock) and Jacunski Humes Architects (Jared McGoon) also present.

**I. Call to Order**

Chairman Moran called the meeting to order at 10:35 am

**II. Approval of Minutes**

Motion to approve the minutes of the January 7, 2015 meeting was made by L. Sparaco, seconded by J. O'Brien and passed.

Motion to approve the minutes of the January 21, 2015 meeting was made by L. Sparaco, seconded by D. Moran and passed with J. O'Brien abstaining.

**III. Public Comment – None**

**IV. Progress Report from Downes**

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

Downes reported that the following items have been completed since the last (1/21) meeting:

- Wiring at Wardrobe Lockers
- Epoxy Flooring
- Ballistic Glass at Booking

Chief Spera had some comments on the Work Completed items. The question came up prior to installation whether the epoxy floors should have grit/or no grit. JH (Jared) replied that typically it is no grit. Chief's concern was that the floors would be more slippery without the grit. Jared indicates that has not been a problem in buildings that JH has worked on.

Chief was also concerned about the configuration of the glass in booking in relation to where the booking officer sits. There is currently a hole in the middle for what he assumes is the camera – so it will

be right where the officer's face is. Also, looks like the hole is too big and how will that be secured? DCC (Matt) to check on.

Third issue is the outlets in the wardrobe lockers are too high, so officers will not be able to recharge radios as antennas will not fit. Solution could be to run a surge protector down to the bottom shelf, but this will only work on lockers where the outlet is on the same side as the vent. DCC (Matt) to review this issue as well.

## 2. Work in Progress:

Downes reported that the following items are currently in progress:

- Carpet and Resilient Floors
- Ceramic Tile at Lockers and Front Entrance
- MEP at Detention Cell Area
- Doors and Hardware
- Fire Alarm Initializing
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Chief questioned whether a full glass door to the metal detector room is a good idea. DCC (Bart) is looking at cost of replacing with a solid door.

## 3. Work to Start within Two Weeks

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

- Mobile Storage/Armory Storage
- Evidence Lockers
- Air Balancing
- Dispatch Console and Furniture(delivery tomorrow)
- AT&T Service (next Wednesday)

## 4. Old Business

a. Communications/Security: Meeting held two weeks ago with all parties to finalize the timeline. Work on track

b. Keying Meeting: Keys have arrived. Working on legend for keys, then will move on to testing and storage.

c. COP Status: DCC will send updated copy of COP log. \$119,905 remaining in Contingency New COPs:

Records Dept. window. The way it is currently configured, the glass only slides one way, so you lose half the counter space on the other side. Suggestion was made and decided on to replace window with a lockable shutter. Counter would be open when personnel are there and shutter will be closed and locked when not.

d. Dispatch Consoles: Set to arrive tomorrow. Chief will review placement before installed.

e. Mobile & Armory Arsenal Storage: Scheduled to arrive February 6<sup>th</sup> (Friday). Bart to schedule installation.

f. Finishes: Matt still working with contractor trying to get the price down on painting Schluter Strip in Chief's office.

g. Furniture Order: Order has been made on PCard.

h. State 911: Contract with Fibertech was signed yesterday and it includes a three year payment plan so Town can use 911 off-budget funds for fiber install.

i. Contract Work to be Complete in Spring 2015: No change to list at present, but snow will likely add to list, such as completion of access road.

j. Booking Room Identification: Still working with painting contractor.

k. Comcast Service: No update.

l. Cell Bunks: Estimate is high at \$9,205 to drill hole, fill with sand and weld hole back up. Discussion followed on ways to hold down costs, including using bagged sand so a dump truck would not need to be brought in. Group agreed to move forward, but to make this a not to exceed order to try and keep costs down.

m. Cell doors/Frames: Still working on bowing cell doors. Photos have been sent to the contractor. Two of the cell doors and the holding room doors swing open, but have the hardware for sliding doors. DCC to look into.

n. Detention Cell Training: Completed.

o. Punch list will be developed first week in March, but PD and DCC trying to get as much taken care of as it is reported (Example: tightening of plates on Executive area doors).

p. Admin Area Doors: Going to get 8 new doors rather than repaint. Need to get sample ASAP so new order can be confirmed.

5. New Business

a. Fire Marshal brought up the heat in the clerestory in relationship to preventing pipes from bursting. Solution was brought forward to put a grill in the vent so the heat gets up there.

b. Chief Spera brought up the issue of sprinklers in the Server Room. Fire Marshal will look into alternatives such as a dry system – could cost between \$5,000-\$7,000.

c. Chief Spera reported that he has met with the landlords from 6 Custom Drive and they will take possession as is, so there will be no breakdown costs.

**V. Report of Inspections:** Building Inspector Lucas had another commitment, but phoned before the meeting to say he had no issues that were not addressed in Downes report.

**VI. Owner/Concerns/Comments/New Business-** Addressed in Downes Update.

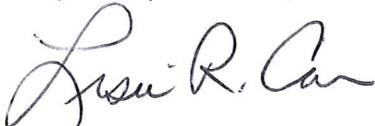
**VII. Old Business–** Addressed in Downes Update.

**VIII. Public Comment –** None

**IX. Adjournment**

L. Sparaco made a motion to adjourn, seconded by J. O'Brien. Motion passed unanimously and meeting was adjourned at 11:55 am.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Lisa R. Carver".

Lisa R. Carver, Finance Director