

OLD SAYBROOK POLICE BUILDING SUBCOMMITTEE

Regular Meeting

March 4, 2015

MINUTES

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

Present: Committee Chairman Dan Moran and Committee members Lee Sparaco, Patrick Maher and John O'Brien. Also present were First Selectman Fortuna, Finance Director Carver, Police Chief Spera (by phone), Fire Marshal Donn Dobson (arrived at 11 am), Police IT rep. Michael Gardner and Lt. Kevin Roche. Representatives of Downes Construction (Matt Peacock and Jeff Anderson) 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 February 18, 2015 meeting was made by L. Sparaco, seconded by J. O'Brien and passed.

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 (2/18) meeting:

- Concrete Floor sealing
- Millwork at front entrance
- Duct cleaning

2. Work in Progress:

Downes reported that the following items are currently in progress:

- Ceiling tile install
- Camera and access controls
- HVAC balancing
- Mobile storage
- Generator start up and testing
- Doors and hardware

3. Work to Start within Two Weeks

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

- Final Cleaning
- Punch List (meeting March 13)

4. Old Business

a. Communications/Security: Meeting held with NE Communications on 2/20. Red Hawk had not ordered materials until mid-January, so they were looking at 3/20 delivery. This has been resolved so delivery is due on Friday (3/6) with contractor expected to be on site on Monday. Working on list of what personnel need training so that training dates can be set.

Furniture will be delivered between 3/11 and 3/16 with installation to begin on 3/17. Wiring will be ready for furniture installation so things will not have to be moved after installation.

Fiber is arriving this Friday with power in fiber available early next week. T-1/VPN will be in both old and new buildings so that computers and dispatch will be available in either building. A&I has tested network and fiber.

b. Keying Meeting: Key storage box is on site. Actually keys being stored at Custom Drive. DCC will coordinate key testing with Park Roway.

c. COP Status: DCC distributed updated COP log. \$74,580 remains in Contingency.

New COPs since last report:

#87 Relocated Electrical outlets in lockers. Cost is estimated at \$8,884. This issue has been discussed previous. Outlets need to be moved as current location near top of locker does not allow enough space for radios to be charged. Using power strip ruled out as an option by Fire Marshal. Number needed is 30, not 36 so cost will go down. DCC will book as time and materials with not to exceed. Motion made by D. Moran, seconded by J. O'Brien to approve this COP. Motion passed.

#88 Addition of and moving of cabinets in Patrol/Squad Room. Estimated cost: \$3,148. Chief Spera indicated there is not enough space to store all the forms required to be used by State of CT. Alternate forms of accomplishing adequate storage were discussed, including using plastic insert in the cabinets so that more forms can be stored in existing cabinets. That solution will be looked at further before going further with this COP.

#89 Revisions to rack power in data closets and LED lighting in Laundry Shower. Chief question why the racks were not grounded or light planned for – these should have been included in

plans. Jared replaced as far as the racks were concerned, plans originally called for a wall, not racks. When changed to racks, the grounding became necessary. As this is required by state, this needs to be done. \$4,500 estimate is budget, not hard quote. DCC (Matt) to get hard quote. DCC will book as time and materials with not to exceed. Motion made by D. Moran, seconded by L. Sparaco to approve this COP. Motion passed.

#90 Change out of four faucets. They do fit (overhang basin). Chief questioned why contractor installed all four after realizing that first one was not right. No labor cost will be included in COP. Committee approved.

Previous COP listings: #84 Sprinkler heads in IT closet. Contractor needs letter from Fire Marshal approving modification to cap sprinkler head. Will be done today.

#85 Records window – Going with aluminum shutter solution that will lower cost.

d. Dispatch Consoles: Have been received and installed. Contractor coming in to make adjustments on Monday.

e. Mobile & Armory Arsenal Storage: Installation progressing with no issues. Expected to be completed by end of the week. Chief said that some dents were noticed. DCC asked PD to report those so can be fixed while contractor onsite.

f. Finishes: Installation of underlay is completed so floor can be installed.

g. State 911: 911 center will be mobilized week of April 13th.

h. Cell Bunks: They have been filled with sand and tested. Still some noise, but less pronounced. Will be welded and then caulked.

i. Cell doors/Frames: Still working on issue with some handles. There will be a punch list just for Fabcor.

j. Punch list: Meeting will be held March 13 where all existing lists will be merged.

k. Admin Area Doors: Delivery date for re-ordered doors will be next Thursday or Friday. Doors will be installed immediately.

l. Records Window: Discussed during COP list above.

m. Training Room/AV Equipment: M. Gardner and DCC (Jeff) to meet onsite to resolve connectivity issue.

- n. Sprinkler System in Communications Room: Discussed during COP list above.
- o. Generator Testing: Full load testing completed. Transfer switch will be tested before building is occupied.
- p. Duct cleaning concern: Closed
- q. Signage Installation: Computer Signs will be onsite early next week.
- r. Owner Instruction and Training: Compiling list of personnel to be trained as well as training dates and times.
- s. Closeout: Should be videotaped where possible.

5. New Business

- a. Chief Spera still has concerns about Red Hawk. He is concerned they have not adjusted orders for equipment in response to various meetings to address issues. DCC (Jeff) stressed that they are holding contractor (A&I) accountable for Red Hawk's work.
- b. Chief Spera reported that there are cracks in ramp in driveway. DCC replied those will be repaired.

V. Report of Inspections: Building Inspector Lucas was not at meeting.

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

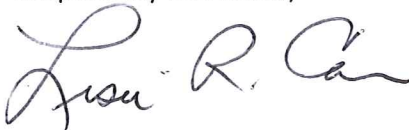
VII. Old Business- Addressed in Downes Update.

VIII. Public Comment – None

IX. Adjournment

J. O'Brien made a motion to adjourn, seconded by L. Sparaco. Motion passed unanimously and meeting was adjourned at 12:00 pm.

Respectfully submitted,



Lisa R. Carver, Finance Director