

OLD SAYBROOK POLICE BUILDING SUBCOMMITTEE

Regular Meeting

March 18, 2015

MINUTES

A regular meeting of the Old Saybrook Police Building Subcommittee was held on Wednesday, March 18, 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 (arrived at 10:50 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 March 4, 2015 meeting was made by J. O'Brien, seconded by L. Sparaco 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 (3/4/15) meeting:

- Ceiling tile install
- Site Light Bollards
- Floor Finishing
- Mobile storage install
- Furniture
- Generator and UPS Start up

2. Work in Progress:

Downes reported that the following items are currently in progress:

- Final Cleaning
- Punch List
- Access controls/CCTV Terminations
- Misc. Electrical Work
- Communications Rooms Termination

3. Work to Start within Two Weeks

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

- Case Cracker Install
- Exterior Painting
- Caulk at cell areas
- Systems training

4. Old Business

a. Communications/Security: DCC stated that work is 95% complete – should be wrapped up by Tuesday of next week. Chief disagreed with percentage of work completed –he felt it was more like 65% completed. DCC (Matt) to send committee schedule of Red Hawk work that needs to be completed. Still waiting for some equipment. DCC (Jeff) stated that this was not atypical to have this kind of issue open toward the close of a project.

b. Keying Meeting: Chief needs to write letter to request all blanks. There is an issue with the key box – it does not fit all the keys. Solution is to get 2 boxes or bigger box.

c. COP Status: DCC distributed updated COP log – no new COPs as of this report. \$71,279 remains in Contingency.

Bob Finch stated it was his impression that several of the items on the COP list are design flaws and should not be corrected at taxpayer expense.

#89 Revisions to rack power in data closets and LED lighting in Laundry Shower – costs went up. Other COPs had reductions in cost – this may be offset by some additional outlets in dispatch area.

d. Dispatch Consoles: Fabric panel being installed.

e. Mobile & Armory Arsenal Storage: Back panels on weapons rack are too wide. Will be fixed in early April. Chief paying for professional records moving from operating budget. They will also train staff in setting up and maintaining records.

f. State 911: There was a conference call yesterday with the design team, Custom Electric and the State. There was a disconnect between the architects, AT&T, DCC and the State which was resolved.

g. Cell Bunks: Final coat of paint being applied.

- h. Cell doors/Frames: Will be installed on 3/30.
- i. Punch list: Lot of duplication between lists (JHI/PD). Once duplication has been removed, list will be given to trade/contractor representatives. DCC (Bart) will verify which subs are responsible for doing the work.
- j. Admin Area Doors: Delivery date is tomorrow.
- k. Records Window: Shutters will be delivered/installed within next two weeks.
- l. Training Room/AV Equipment: Equipment is on site or set to be delivered shortly. Final resolution on remaining issues, including HDMI, will be made next week.
- m. Sprinkler System in Communications Room: The three sprinkler heads have been removed. Letter authorizing has been received from Fire Marshall.
- n. Generator Testing: A second full load test will cost \$2600. Additional training will be done in lieu of paying additional money for testing.
- o. Signage Installation: Computer Signs on site today to install interior signs. Should be done by tomorrow.
- p. Owner Instruction and Training: Matt has preliminary schedule for the two weeks March 30-April 10th. Jail cell bent doors will be fixed when contractor back for training.
- q. Closeout: Matt coming up with list for all warranties that go beyond one year.
- r. Final Inspection/CO: Fire Alarm being tested today, including call out to monitoring company. Don Lucas will email list to DCC (Matt and Bart) of what is needed for CO. Plan is to file for temporary CO on March 20.
- s. Final cleaning: Done. Chief disagreed that there is still some cleaning that needs to be done.
- t. Furniture Delivery: Completed

5. New Business - None

- 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

L. Sparaco made a motion to adjourn, seconded by J. O'Brien. Motion passed unanimously and meeting was adjourned at 11:35 pm.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Lisa R. Carver". The signature is written in black ink and is positioned above the typed name.

Lisa R. Carver, Finance Director