

## OLD SAYBROOK POLICE BUILDING SUBCOMMITTEE

Regular Meeting

October 8, 2014

### MINUTES

A regular meeting of the Old Saybrook Police Building Subcommittee was held on Wednesday, October 8, 2014 at the Old Saybrook Town Hall.

Present: Committee Chairman Dan Moran and Committee members John O'Brien and Gerry Brophy. Also present were First Selectman Fortuna, Finance Director Carver, Building Inspector Lucas, Fire Marshall Dobson (11:15), Police Chief Spera, Police Lt. Kevin Roche and Bob Finch Police Commission Chair. Representatives of Downes construction (Jeff Anderson and Matt Peacock) and Jacunski Humes Architects (Brian Humes and Jared Magoon) also present.

#### I. Call to Order

Chairman Moran called the meeting to order at 10:30 am

#### II. Approval of Minutes – September 24, 2014

Approval of the Minutes tabled until next meeting as there was no time for review by members.

III. **Public Comment** – Chief Spera wanted to formally let the Committee know that Trent Gerbers has left the Police Department to begin a full time position with the Board of Education. Finance Director Carver will continue taking the minutes until a more permanent solution is found.

#### IV. Progress Report from Downes

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

Downes reported that the following items have been completed since the last (9/10) meeting:

- CMU at Detention Cell Area
- Spray Foam Insulation
- Generator Pads are placed
- Densglass at Fueling Canopy

##### 2. Work in Progress:

Downes reported that the following items are currently in progress:

- Site Prep for Paving and Sidewalks
- Drywall and Taping
- MEP Rough In
- Caulking Control Joints
- Temp. Heat Preparation

### 3. Work to Start within Two Weeks

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

- Tree removal (McClellan back on the job)
- Painting (work should start tomorrow with pressure washing)
- Ceiling Grid
- Standing Seam Roof at Clerestory
- Plantings/Seeding (trees have been selected by landscape architect; some need to be planted ASAP)

### 4. Old Business

#### a. Northeastern Communications

Chief Spera wanted to clarify that Northeastern Communications is the radio vendor – funds for which are outside of the construction budget. Under this topic, the Committee has also been discussing wiring, conduit and other related work that will be provided by other vendors (Red Hawk, Custom Electric) that will be paid under the construction budget. American Network has submitted their proposal to DCC which was forwarded to the Chief and Custom Electric's will be in on Monday (There is a \$15,000 line item in the budget for this piece). Next step is to schedule a meeting with Red Hawk to review.

Everyone agreed that the decisions on wiring and AV work in the Training Room need to be coordinated. Conduits and outlets need to be decided before sheetrock goes in. Discussion followed on whether anything over budget will come out of contingency or be deemed change in scope and therefore owner's responsibility. Chief indicated the meeting with the vendor could identify some cost savings. It is hope that the meeting and the resolution will be done and brought forward to next Subcommittee meeting.

b. Interior Signage – no updates from last meeting – still waiting on Vinyl meeting.

#### c. Keying Meeting

DCC (Matt) will try and schedule keying meeting within next two weeks.

#### d. COP Status

DCC distributed updated copy of COP log. John O'Brien asked Brian Humes if bullet proof sheetrock next to the locker room was a requirement, to which Brian answered no. Chief said it was certainly a safety issue as there could be an accidental discharge when guns are being disassembled for cleaning in the Armory. Discussion on issue followed. Motion by G. Brophy, seconded by D. Moran to accept COP #050 was made and passed.

#### e. Trees along Southern Property

Tree removal subcontractor McClellan is back on the job thanks to Matt's intervention. Work was started on the trees this week. This additional tree work will be a COP for \$8,000. There will probably be an additional \$1,000 in addition to that as Chief requested a branch from a neighboring tree be trimmed.

f. Sidewalks – Concrete additive

DCC waiting to hear on hard cost for the additive from Colassale. First Selectman Fortuna asked why DCC could not get prices themselves so a decision could be made. DCC agreed to do that. FS Fortuna went on to ask about Colassale's performance as it seems as if we are waiting on them at several decision points and do we have adequate funds to cover if we need to complete any of their work. DCC replied that they are at times difficult to deal with and slow to respond, but they are doing the work and retainage is sufficient.

g. Building Operations Budget

Brian Humes elaborated on his utility pro forma that was distributed at the last meeting. Darien was the only building with actuals; remainder including OS are calculated based on square footage. Finance Director Carver and Chief Spera are beginning to look at budget and will probably contact departments directly to get per KWH cost as well as if there pricing is based on electric distribution contracts such as Old Saybrook has with Transcanada. Also still looking for information on maintenance agreements/warranties for HVAC and other mechanicals so that can be incorporated into the budget.

h. Isolation Valves – these have been priced and added as COP. Issue is closed.

i. Neighborhood Meeting

DCC advised that as sidewalks and paving is imminent, the Town should consider another neighborhood meeting. The First Selectman will set one up before the end of October.

There has been a request from the Bourzain's to raise the fence at their property from six to eight feet. It is unclear whether this may make it necessary to go back to Zoning as it will likely require a 10 foot setback. First Selectman Fortuna will check with the Zoning Enforcement Officer.

Question was raised about issues with the AT&T connection to the building. According to Brian Humes, the design originally called for connection from street to building at 36 Lynde. At some point in design work (and he does not remember who ordered the change), it was changed to 36 Lynde to 225 Main Street and redundant connection from 36 Lynde to cell Tower. This cannot be done as the connection cannot be demarc to demarc. Now design is back to originally. The Chief stated that any costs associated this should be paid by the Town as a design change should not have been made to specifications that AT&T does not allow.

j. Dispatch Console/Mobile & Armory Arsenal Storage

Eton Right Line has the better product for the dispatch console. Pricing is favorable under a GSA contract: \$54,950 for the consoles and matching furniture for the supervisor's office. Budget for the consoles was at \$50,500. The balance of \$4,450 will come from FF&E, which has fund included for the supervisor's office furniture. The Committee agreed to this strategy, although a formal vote was not taken pending the Town Meeting which will allow FF&E expenditures from the construction budget.

Records Storage: Reviews by vendors have indicated that there is approximately 9,700 inches of files to come into the new building. The two vendors will be making presentations to the Chief next week on their high density products. The Chief is concerned about the amount of aisle space meeting ADA requirements, particularly for wheelchair turn around. The proximity of the records clerk desk to the storage shelving and the height of the shelving is also a quality of work environment concern. Placement of a ladder when not in use is another space issue. DCC replied that they will look to the vendors to propose solutions to those issues.

Regarding the capacity issues raised previously, Brian Humes assured the Committee that there should be 3-4 years of additional storage in these high density options. Discussion continued on the conversion of files to a new system. It could be started on January 1, 2015 for consistency on calendar year. Dan Moran thought that a possible solution on tight storage could be the use of one of the garage bays for archival storage. Chief did not think that would work as one bay already designated for bulk evidence/found property storage and that climate control would be an issue in the garage bays. The First Selectman has been researching the issue of records management and archiving with several companies in order to come up with solution ideas. This will be a separate discussion within the Town to make an investment to come up with more permanent, cost effective solutions.

k. Gas Service: SCG is scheduled to be on site tomorrow for gas line. This will not impact paving schedule.

l. AV Equipment: Discussed previously under Item a. Northeastern Communications.

m. Video Training at Completion: DCC has the arrangements in place for this. Item should be closed.

5. New Business

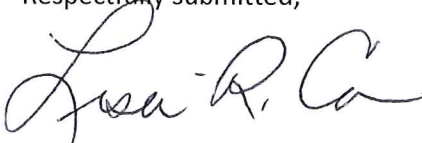
a. John O'Brien inquired on the status of the white house. First Selectman Fortuna replied that the Fire Department conducting inside burning as training recently. Public Works will be taking the remainder of the building down. It was suggested that the demo be done as soon as possible or else secure the building to prevent vandalism or kids getting hurt, particularly during the Halloween season.

b. Police Commission Chair Bob Finch raised the issue of the sections of the lease on Custom Drive concerning returning the premises to the state it was in before the Police Department was housed there. Chief replied that is a Town issue to be handled separately from the construction project, and that he has been working with the property management company and has a meeting scheduled with the landlords to discuss. He is hopeful that they will see a lot of what was done as improvements and not maintain it be taken apart. The Chief will also raise the issue of possible use of some of the space for storage.

c. Chief Spera wanted to make the Committee aware that there has been several issues over the past few weeks related to communication involving decision points. DCC, JH and the Town continue to meet to resolve these issues and the Chief expects to bring a more full report to the Committee on this at the next meeting.

- V. **Status of Budget** – No update.
- VI. **Status of Contingency Fund** – Addressed in Downes Update.
- VII. **Report of Inspections**– Addressed in Downes Update.
- VIII. **Change Orders**– Addressed in Downes Update.
- IX. **Owner/Concerns/Comments/New Business**- Addressed in Downes Update.
- X. **Old Business**– Addressed in Downes Update.
- XI. **Public Comment** – None
- XII. **Adjournment**  
Committee Member Brophy made a motion to adjourn, seconded by Committee Member O'Brien. Motion passed unanimously and meeting was adjourned at 12:05 pm.

Respectfully submitted,



Lisa R. Carver, Finance Director