

OLD SAYBROOK POLICE BUILDING SUBCOMMITTEE

Regular Meeting

October 22, 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 (as of 11 am). Also present were First Selectman Fortuna, Finance Director Carver, Building Inspector Lucas, Fire Marshall Dobson, Police Chief Spera, and Police Lt. Kevin Roche. Representatives of Downes construction (Jeff Anderson and Matt Peacock) and Jacunski Humes Architects (Jared Magoon) also present.

I. Call to Order

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

II. Approval of Minutes

Motion made by D. Moran, seconded by J. O'Brien to approve the minutes of the September 24, 2014 meeting was approved. Motion made by J. O'Brien, seconded by G. Brophy to approve the minutes of the October 8, 2014 minutes was approved.

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 (9/10) meeting:

- EIFS
- Plantings
- Rough Grading
- Gas Service to the Building (Meter installed)
- Tree Removal and trimming

2. Work in Progress:

Downes reported that the following items are currently in progress:

- Drywall Taping
- Painting
- Ceiling Grid
- Standing Seam Roof at Clerestory
- Temp. Heat Preparation

- Overhead Door Installation (about 50% complete)

3. Work to Start within Two Weeks

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

- Ceramic Tile
- RDG's Sprinkler Heads
- Permanent Power (Pole from AT&T delivered)
- Paving (Friday 10/24 or Monday 10/27)

D. Moran asked if permission has been granted to enter through AT&T property. DCC has not formally asked, but have been using that as access for several weeks due to unavailability of access at Lynde Street. First Selectman Fortuna is meeting with Frontier and AT&T representatives on 11/6 to discuss property issues and will bring that up.

Chief Spera raised a concern about security on the site now that there are holes in the temporary fencing. DCC replied that once paving is down, permanent fencing will be installed and the Sallie port doors will be next week securing the building. Plywood the entrance at the Sallie port was discussed as quick, temporary method to secure.

4. Old Business

a. Communications/Security

Meeting with ANI/Custom Electric on COP #49 was postponed, so still unsure whether this item will be reduced from the proposed \$51,233. The \$64,021 for Northeastern Communications for radio installation is not coming out of the construction budget, but other town funds. Question is does that mean that the work has to be done under prevailing wage? DCC will check on this.

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

c. Keying Meeting

Keying meeting scheduled for next Wednesday.

d. COP Status

DCC distributed updated copy of COP log.

Chief Spera questioned why there was no COP on the list for an outlet on building for the mobile command center. Discussion followed on where the center would be parked in the lot – it takes up five parking spaces. Questioned asked if there are other considerations we should be looking at that needs outside power access or special parking. Answer was not anything aware of at this time.

FS Fortuna asked for a quick update on what had changed from the COP list distributed at the last meeting. DCC reported that the two biggest changes were COP #61 for \$19,900 which was the light pole bases in the parking lot were too small and COP #64 for \$20,000 from Colasalle regarding additional fill. Several people questioned the fill as there was a lot of fill taken from the Main Street PD demo site. Jeff will follow up on yardage used on that. The Chief inquired what the hierarchy is for approving a COP. DCC replied that a Request for Information comes from the contractor – than to the design team – then priced out and finally DCC approval.

Discussion held on COP #62 – the adding of two feet of fencing along the Borzain property making it an 8 foot rather than a 6 foot fence. Don Lucas confirmed that this would not have to go back to Zoning for approval. D. Moran was concerned that other abutting property owners may ask for the same fencing, although Borzain property only one where there is a building that can view the actual police building. G. Brophy concerned about the aesthetics of an 8 foot fence. Consensus was sought on where the 8 foot fence should start and end. Committee concluded that given the grade of the property in question, there was no benefit to increasing the fence height. FS Fortuna will communicate this to the Borzain's.

COP#58 (\$5,498) was discussed. Chief Spera reported that this was that the millwork (large cabinet) in the Dispatchers' office did not match the furniture. Could have minimized cost by changing the laminate on the millwork, but no guarantee it would stay on. FS Fortuna said no to a similar cost to changing the millwork in the employee kitchen. Discussion held on how this happened – ultimately, it was a lapse in communication and the parties involved have vowed to improve future communication and decision making. Motion to approve COP#58 by D. Moran, seconded by G. Brophy and passed.

Chief had concern that Keying meeting would add COP and dollars. Concerns addressed.

e. Trees along Southern Property - Work was completed so this item is closed.

f. Sidewalks – Concrete additive

Colassale price to power wash and install was \$8,000 (prevailing wage). First Selectman Fortuna indicated given that high of a cost, Town would look into having the Public Works crew do the additive and power washing.

g. Building Operations Budget

DCC has sent email to subcontractors to get an idea on maintenance costs. This has not come up in other jobs as most towns have staff that coordinates the maintenance contracts. Chief Spera and Finance Director Carver thought that such a position is needed for both new PD and Town Hall. Chief and FD also think we are all set on utility cost estimates.

h. Isolation Valves – these have been priced and added as COP (#47). Issue is closed.

i. Neighborhood Meeting

The First Selectman has been emailing immediate neighboring property owners with updates, including paving dates. No need for meeting.

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.

j. Gas Service: On way to completion this week.

k. AV Equipment

Mike Gardner has met with vendors regarding requirements for Training Room. COP#54 was initiated. This will be in addition to \$30,000 for AV under owner's expenses. Bart needs Mike to go back and confirm so they can close up the walls and sheetrock.

l. Dispatch Consoles: Awaiting final drawings.

m. Mobile & Armory Arsenal Storage

Chief Spera reported that the vendor has come up with a solution that for an additional \$1000-1200 over budget will open up the records desk area by eliminating some of the shelving closet to the desk. Some of the archive material will be put into the storage bay to make room for current storage. New space saving filing system will start on January 1st. These steps address safety and capacity concerns.

There are some vendor issues involving previous non-payment to supplier. Will work with contractor on bypassing this and contract directly with sub. Finance Director Carver to work with DCC on utilizing cheaper GSA pricing.

5. New Business

a. FF&E – Meeting Tuesday October 28th at 10 am with Janis Newell. Need to have monetary estimates from all sources by November 24th Town Meeting to add FF&E to scope.

- 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.

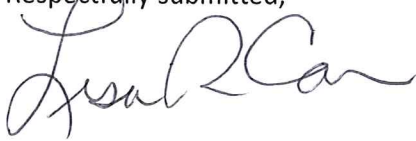
X. **Old Business-** Addressed in Downes Update.

XI. **Public Comment** – None

XII. **Adjournment**

Committee Member Moran made a motion to adjourn, seconded by Committee Member Brophy. Motion passed unanimously and meeting was adjourned at 11:55 pm.

Respectfully submitted,

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

Lisa R. Carver, Finance Director