

## OLD SAYBROOK POLICE BUILDING SUBCOMMITTEE

### Regular Meeting

September 24, 2014

### MINUTES

A regular meeting of the Old Saybrook Police Building Subcommittee was held on Wednesday, September 24, 2014 at the Old Saybrook Town Hall.

Present: Committee Chairman Dan Moran and Committee members John O'Brien and Gerry Brophy (10:45). Also present were First Selectman Fortuna, Finance Director Carver, Building Inspector Lucas, Fire Marshall Dobson and Police Chief Spera. 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 – September 10, 2014

Committee member O'Brien made a motion to approve the September 10, 2014 minutes, seconded by Committee member Brophy. Motion passed unanimously.

#### 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:

- Front Entrance Framing
- Window Installation
- RTU's have been set
- Transformer Pad has been set

##### 2. Work in Progress:

Downes reported that the following items are currently in progress:

- Site Prep for Paving
- EIFS
- Drywall and Taping
- CMU at Cell Area
- MEP Rough In
- Dust Control
- Spray Foam Insulation
- Sidewalks

### 3. Work to Start within Two Weeks

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

- Tree removal on the South Side
- Painting
- Ceiling Grid
- Plantings

Chairman Moran questioned what materials are being used for ceilings in the foyers as they need to be hard enough to withstand wind from opening and closing of doors. DCC replied that the material is hard enough to withstand. Chief Spera cautioned that the ceiling height in the evidence and file storage needs to be confirmed that it is sufficient for storage systems. JH to look into.

### 4. Old Business

#### a. Secondary Emergency Police Vehicles Exit.

DCC stated that now that COP #3 has been processed, this becomes a Town issue and will be closed for this report.

#### b. Northeastern Communications

DCC stated that an ASI has been issued. Requirements/locations for conduits need to be finalized as contractors will need to install the foam insulation soon.

#### c. Interior Signage – no updates from last meeting

#### d. Keying Meeting

Chief Spera has reviewed the rough draft Keying Schedule and a follow up meeting needs to be scheduled.

#### e. COP Status

Per DCC, no updates of this report are available for today's meeting. To date, 33 ASI's have been issued (four since last meeting) and 50 COP's.

#### f. Trees along Southern Property

Tree removal subcontractor McClellan has left the job. Colassale waiting for bids that are out for new subcontractor, which should be in today. Work should begin on the trees next week. Work will include stump grinding and screening and spreading of topsoil both on site and on neighboring property.

#### g. Sidewalks – Concrete additive

DCC waiting for hard cost on the additive from Colassale and whether it needs to be an annual application. Don Lucas asked if it was too late to consider heating the sidewalk which would eliminate the need for salt and therefore the additive. DCC indicated this would delay the paving a month and be problematic for scheduling. Question was raised if there is a hardening agent being added to the concrete (either sidewalks or flooring). DCC will get an answer.

h. Building Operations Budget

Utility budget as prepared by Brian Humes was distributed. It compared actuals from similar size police stations with a projected for the new OSPD. Question was raised if this is inclusive of Town's kilowatt distribution contracts. It was felt that more information was needed to make an adequate budget estimate. Also still looking for information on maintenance agreements/warranties for HVAC and other mechanicals.

i. As-built Drawings: This item has been addressed and should be closed.

j. Isolation Valves:

Five were added previously and four have been added by contractor which resulted in addition of another waterline. COP is being written up. Chief Spera questioned where the cost would be coming out of and DCC replied Contingency, not Owner's Expense.

k. Wire Hanging from Steel Joists

DCC reports that these are being taken down as ceiling work being done.

l. 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 for some time in the next two weeks.

m. FF&E Meeting

Meeting with J&I was postponed and needs to be rescheduled.

n. Dispatch Console/Mobile & Armory Arsenal Storage

DCC met with vendor for dispatch consoles on Friday and final choices sent to Chief for review. Equipment within budget – no "bells and whistles".

Chief reported that the contractor has been in to see current file storage at Custom Drive. There is a concern that a 6-tier system will be filled on Day One. Vendor suggests going to 7-Tier system which will mean a 15% capacity on Day One – about a year's worth of storage. Safety (a ladder would have to be added) and impact on work environment is a concern of going to 7-tier system. Immediate issue is holding off on ceiling work in file storage room until it can be confirmed that a 7-tier system can be accommodated given clearance needed for sprinklers. Various ways to mitigate file storage needs were discussed. Lisa Carver asked why this was not

addressed in space needs assessment – it is much too late in the project to be having this discussion. DCC will hold off on ceilings and discuss remedies with contractor.

o. Building Walk-through – will be held after end of meeting.

#### 5. New Business

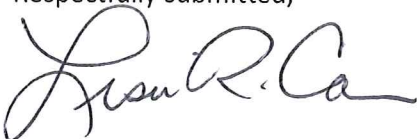
Chairman Moran mentioned a business called “Fly on the Wall” that videos instructions for mechanicals. DCC said while they are not using that company, that they are engaging a similar service to be included with three ring binder and instructions.

DCC has issue with SCG not responding to questions regarding timing of installation to building. There is currently access to the site but not to the building. Will hold up paving if not answered. First Selectman Fortuna has reached out to SCG for response.

Chief Spera indicates that AV consultant will not be used – too expensive. Consultant was originally going to work on training room, squad room and roll call room. Even just doing training room is well past \$30k budget. Town (Sgt. Gardner) will direct the AV wiring in training room. DCC responsible for infrastructure. Items like TV’s, screens etc. are part of FF&E.

- V. **Status of Budget** – No update.
- VI. **Status of Contingency Fund** – No 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 11:50 am.

Respectfully submitted,



Lisa R. Carver, Finance Director