



Town of East Lyme  
 Board of Selectmen Ad-Hoc  
 Public Safety Vision Committee  
 March 12, 2019 @ 7:00 p.m.  
 East Lyme Town Hall Conference Room #1

Chairman Dagle summarized the items discussed so far that would not be included in the scope but are included in the \$2.225M: PSDN Network, water, dispatch equipment, sewer.

Bill Weber suggested talking with members of the School Building Committee to inquire about the things they needed to consider when they upgraded their buildings.

Lisa Picarazzi suggested having Chris Taylor come back and provide the estimates he has received so far for communications and others that specialize in the other items the chairman summarized.

Bill Cornelius stated that all of the needs for connections to be brought in to the building be coordinated and done at the same time to save money on labor costs. If there was ever to be a special traffic light installed at the W. Main Street exit from the property, the conduit for that could also be laid in at the same time to avoid that expense down the road if and when one is requested and approved by the State.

Mr. Nickerson also noted that when Dispatch moves to the new building, the cable configuration for channel 22 will be changed to digital. Chris Taylor will also be in charge of that.

Kevin Seery stated that a generator is also needed, but not part of the scope. Chris Taylor will know the best way to get one and funding that may be available through Grant Funding as part of the EOC relocation.

Paul Dagle stated that a designer who is experienced with Public Safety Buildings will be able to tell us what size generator will be needed for the facility.

Bill Weber asked if there was anyone we should bring in to talk about Dispatch, etc.

Mr. Nickerson said Chief Finkelstein and Chris Taylor should both be here.

Bill Weber said the committee should leave it up to the Chief as to who he feels should be brought in.

3c. Tentative meeting schedule

The next two meetings were set for the following dates:

Monday, March 25<sup>th</sup> at 6:30 p.m. in Conference Room 1 at the Town Hall

Thursday, March 28<sup>th</sup> at 6:30 p.m. in Conference Room 1 at the Town Hall

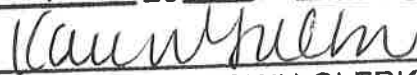
At each meeting going forward, a new meeting date will be added to the schedule.

4. Chairman Dagle asked for a motion to adjourn, Kevin Seery made motion at 7:55 p.m. motion was seconded by Lisa Picarazzi. The motion passed unanimously 11-0-0

Respectfully submitted,

  
 Julie C. Wilson  
 Recording Secretary

FILED

mar 18 2019 AT 9:45 AM/PM  
  
 EAST LYME TOWN CLERK



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Chief Finkelstein excused himself from the meeting for another commitment at 7:32 p.m.

Chairman Dagle asked about the access road that will go to the Industrial Park.

Mr. Nickerson said it shouldn't be part of this money. The town is waiting for the affordable housing development to be put in. The developer should be paying for that, so it is out of the scope for this.

Lisa Picarazzi asked if the Developer should or if they will pay for the access road.

Mr. Nickerson said they have to pay for it if they build. If the project gets shelved, then we will have to go back and look at putting that into the capital plan if necessary.

Bill Weber asked when we would know whether or not the Development would be going in and whether it would make sense to ask for a quote for that now, but keep it below the water line.

Mr. Nickerson recommended checking with our town engineers on what it would take to put a gravel road in as that is not part of this scope.

Chairman Dagle ask if there is any work needed on the existing entrance to the property. He suggested inquiring with the Town before we decide if we are going to include that in the scope. It may not be in the same RFP for the building itself, but if it is something that needs to be, it needs to be addressed. The Police Commission can work with the Zoning Official to determine status.

Mr. Nickerson stated that there has been talk about clean up and possibly removing some trees. Regarding the line of site, 100 people were in and out of that property on a daily basis, and it wasn't an issue.

Dan Cunningham asked at what point and who would do an assessment of the building to see what is there so we can establish what the scope of work needed is going to be.

Chairman Dagle inquired when our due diligence will expire.

Mr. Nickerson said he believed it is the end of April, but the plan is to move it up.

Chairman Dagle asked if the date would be moved prior to going in for an assessment for hazardous material. If someone would be paid to go in and assess for asbestos and other potential hazards.

Mr. Nickerson stated that the Town Building Inspector would be on the tour tomorrow as well as Bill Sheer, our Town Engineer to determine the due diligence we need to perform on the building.

Chairman Dagle stated that structural, mechanical and all utilities need to be inspected.

Mr. Nickerson confirmed they would be.

Lisa Picarazzi said that we need to be sure that all of the power supplies are adequate for our needs.

Chairman Dagle stated that once these inspections have been done, the findings will be provided to the designer who will be able to determine any needed upgrades. He recommended providing the engineered drawing from when the building was built if they are available.



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Chairman Dagle stated that typically, 10-20% of the construction cost is the design portion of new construction. It all depends on the scope noting it could be less because it is a finished building.

Bill Cornelius referenced items discussed at the Board of Finance meeting regarding the communications & water systems asking if they were included in the \$2.225M price.

Mr. Nickerson confirmed it is part of that amount. He noted that Chris Taylor is our resident expert on the technology requirements. Chris will be working with Technology Companies for this project. That portion of the project could run \$300,000 - \$400,000 alone, but should not be a part of architect's scope. Mr. Nickerson emphasized the importance of this part of the project as it ties all communications for town services together.

Bill Cornelius also noted that because Honeywell is a large electronics producer/designer, they should have very current electronics already in the building that could be modified to our needs.

Mr. Nickerson also noted that the PSDN line to provide a private fiber optic network should not be part of the architect's scope. That portion will also be handled by Chris Taylor.

Bill Weber stated that we should come up with two separate lists of items. One that will be part of the Architect's design and a second that will be the responsibility of the Town.

Chairman Dagle asked about the existing waterline.

Mr. Nickerson said the Town would put in a lateral extension from the existing water line as the building is currently on a well. The cost of that would be part of the renovation funds payable to the Water Department.

Chairman Dagle added that the size of the new lateral will need to support the new sprinkler system and eventually the holding cells. He then asked what else should be excluded from the architect's scope.

Chief Finkelstein noted that the Dispatch Communications is another. He said we may want to look into contractors that provide packages for Dispatch. We also have our radio and network vendors that we are currently working with. We have to first determine who is capable to handle that portion, but also what exists in the current infrastructure.

Kevin Seery noted that Chris Taylor would be able to provide a lot of help with the Dispatch Communications portion as well.

Chairman Dagle added that a designer with expertise in Public Safety will be knowledgeable about what is needed and will be important in the design portion of the project.

Lisa Picarazzi asked if the building would remain on the septic system, or is there a sewer main that it could be connected to.

Mr. Nickerson said the building should stay on septic. He noted that part of our due diligence is to check out that system. It was built to handle over 100 people working in that building on a daily basis. There is high confidence that the current system will fully support our needs. Regarding the sewer main, there will be a sewer force main that will be going in when Old Lyme does their beaches.



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Kevin Seery asked Bill to provide the committee with his background.

Bill Cornelius stated that after college he went into the building industry. He spent 3 years as an Assistant Manager at a lumber company in Branford, CT. He then moved on to a security company in New Haven, CT. He worked for 5 years in commercial sales in which time the company sales grew from \$100K to \$3M per year. He then opened a company with his father in electronic security systems which grew in a ten-year span from \$100K to \$1M per year. He has been retired for the past ten years.

Lisa Picarazzi nominated Dan Price for the position of Vice Chair as Dan has been involved on this project for a long time now and his experience with this project will be very valuable.

Bill Cornelius respectfully withdrew from the nomination stating that Dan would have his full support.

Bill Weber seconded the nomination for Dan Price. Dan abstained. The nomination passed 11-0-1.

Kevin Seery moved to appoint Julie Wilson as recording Secretary, Paul Dagle seconded the motion, the motion passed unanimously.

Chairman Dagle stated that a meeting schedule is needed to start discussing scope noting that the RFQ is due back by March 22<sup>nd</sup>. The Chairman requested that the RFQ that was sent out be shared with the committee.

Chief Finkelstein noted that Bill Scheer has uploaded the RFQ and building plans on the Town website.  
<https://eltownhall.com/government/departments/public-works/engineering/bidsrfqsrfps/>

Chief Finkelstein asked for clarification on the process of selecting the Architects to be interviewed.

Mr. Nickerson said the Vision Committee would select who moves forward and suggested having a smaller sub-committee of 3-5 members to hold the interviews of the three finalists.

Lisa Picarazzi thought that the entire committee was qualified to interview perspective prospects.

Vice Chairman Price noted that some Architects that want the project may try to be proactive and come to the interview with a ball park price based on the walk through and their knowledge of what is required.

Lisa Picarazzi expressed her opinion stating that when the RFQ's come back, the committee needs to either ask for a price from everyone, or from no one. Given that we haven't finalized scope, she recommended we shouldn't talk price at RFQ interviews. The committee should select a pool of candidates, set the scope, then request the bids. The committee agreed.

Chief Finkelstein stated that there were 10 points on the RFQ that the Architects were asked to respond with and cost was not one of them.

Chairman Dagle stated that the information on the RFQ's submitted could be a good jump start to the scope that we are going to ask for bids on. He is willing to prepare a list of categories that the committee could use to rate the strengths and weaknesses of each candidate.

Anne Santoro asked if there is a number that we have about the anticipated cost of the design.



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the cells, the code requirements would be entirely different from the code requirements if the cells are included. The Chief is ultimately looking for the Architect to provide the cost including the cells so if it is done in phases, the work that has already been completed allows for the addition of holding cells without the need to upgrade to a higher code requirement.

Paul Dagle asked if our initial design request will include the holding cells even though we may not have the money to pay for them.

Bill Weber stated that these were the details that the committee would need to work through.

Chief Finkelstein said he thought that the problem with including the cells in the original design if you can't afford it, is it could throw off the matrix for the GC bids.

Paul Dagle stated that even with a full design including the cells, you can take the design and only bid a portion of the project. The portions of the code that would be necessary to support the additional work down the road would have to be done in the initial scope of work to allow for the completion of the project down the road. The bid would need to be broken down.

Dan Price questioned do we pay for the design with the cells in it or not.

Lisa Picarazzi stated we would need to find out how much that would cost.

Bill Weber mentioned the availability of pre-fab cells. The facility would still need to be built ready to accept them.

Paul Dagle said when you send the bid for design out for quote, you would ask for two quotes. One with all codes needed for the cells and another including the cells. That will give us a better idea of how much of the \$2.225M the design will cost.

Mr. Nickerson stated that he thinks a Plan A & Plan B even knowing that you can't afford plan B is good, but what is that cost? We certainly don't want to build Plan A and then have to tear it apart down the road to accomplish Plan B. It needs to be done right the first time.

Paul Dagle stated that because we don't really have a good handle on the costs yet, we will not plan on a design / build, we will be looking at a design / bid / build option.

Mr. Nickerson agreed stating the design will be very intricate. There are safety related pieces that will require an architect who specializes in this kind of work. There are a number of great architects in the area that can build incredible buildings; however, we need someone with expertise in Public Safety Buildings.

Mr. Nickerson said it was time to decide who the Chair and Vice Chair of the Committee would be to run the meetings going forward.

Lisa Picarazzi nominated Paul Dagle for Chairman. Paul abstained. The nomination was approved by the committee 11-0-1.

Chairman Dagle asked for any nominations for Vice Chair. Tony Buglione nominated Bill Cornelius.



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Present: Mark Nickerson, Kevin Seery, Mike Finkelstein, Dan Price, Paul Dagle, Dan Cunningham, Bill Weber, Lisa Picarazzi, Anne Santoro, Tony Buglione, Mark Powers, Joe Barry, Bill Cornelius

Mr. Nickerson called the meeting to order at 7:02 p.m. and led the Pledge of Allegiance.

New Business:

3a. Introduction of Members

The twelve members of the Vision Committee introduced themselves indicating their positions on various Boards and Commissions with the Town. Joe Barry, and Bill Cornelius are two Town Citizens serving on the committee as members at large.

3b. Charge of the Ad-hoc Committee

Mr. Nickerson explained that the RFQ has been released to solicit qualified architects who are interested in this project. There is a scheduled walk-through of the Honeywell building at 9:00 a.m. 3/13/19 for any interested architects. Mr. Nickerson said the tour was open to all members of the committee.

Lisa Picarazzi asked how we are in a position to send out the RFQ if we haven't finalized the scope.

Mr. Nickerson stated this was a "request for qualifications", not a request for quotes.

Mr. Nickerson explained the timeline of service on this committee is as needed until the tasks of hiring an architect and creating the scope of work with the Architect within the \$2.225M are complete and if needed, a further appropriation to complete the buildout of the building and services. The project then passes to the Town Building Committee who will hire a contractor utilizing plans approved by the Vision Committee.

7:11 p.m. Anne Santoro entered the meeting.

Mr. Nickerson said this committee is tasked to come up with the best plan prioritizing needs for expending the \$2.225M in renovation funds. The architect chosen should be asked to include in their proposal, the amount of funding required over and above the \$2.225M to complete the full buildout. This committee will determine if the total cost warrants an immediate special appropriation request now or whether it makes more sense to factor the cost into future plans and postpone adding the holding cells and finishing the rear warehouse until a later date. Mr. Nickerson noted that the latter option would surely see an increase in costs. He asked that the committee focus on utilizing the approved funding amount to move the Police, Dispatch, Fire Marshal's Office and the EOC in to a building that is properly outfitted for their needs.

Lisa Picarazzi inquired as to whether we are moving forward with the understanding that the holding cells and rear warehouse are not part of this \$2.225M. Mr. Nickerson stated that it is assumed that the \$2.225M will not be enough to do the full buildout.

Bill Weber stated the committee would be formulating a list of highest to lowest priority items. The list would then be followed until the funds were exhausted.

Chief Finkelstein noted there are parts that are interconnected, meaning the code requirements for the entire building are dependent upon whether or not the holding cells are installed. If the building is designed without