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EAST LYME TOWN CLERK



Town of East Lyme
Board of Selectmen Ad-Hoc
Public Safety Vision Committee
March 28, 2019 @ 6:30 p.m.
East Lyme Town Hall Conference Room #1

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

Also Present: Chris Taylor

Excused: Dan Price, Bill Weber

Chairman Dagle called the meeting to order at 6:32 p.m. and led the Pledge of Allegiance.

3. Approval of Minutes from March 12, 2019

Motion made by Kevin Seery, seconded by Mark Powers Motion Passed 10-0-0

4. Review Submitted RFQ's – Chairman Dagle reported that there were 9 RFQ's submitted. There were 10 copies of each RFQ. The Chairman thought it would be beneficial to create a Sub-Committee to review the submittals. He would like to see a cross representation of members take on this task and report back to the full committee with their recommendations of the top three or four firms selected. Once the sub-committee is selected, the remaining copies would be made available for other commission members that would like to review the information provided.

Mark Powers asked what the timeframe was.

Kevin Seery stated that he had spoken with Bill Scheer who is very familiar with this process, and this RFQ phase usually takes about three to four weeks.

Lisa Picarazzi asked if we would be asking the Town Engineering Department to look at the submittals.

Chairman Dagle thought it would be best to review the information and if the Sub-Committee felt it was necessary, they could ask for Engineering representation at a future meeting.

Chairman Dagle asked if there were any objections to the Sub-Committee. None were heard. The Chairman thought that four or five members would be sufficient.

Anne Santoro asked if there would also be a Sub-Committee formed for the scope portion of the project.

The Chairman confirmed that a scope sub-committee should also be formed. This committee would be responsible for putting together the list of things that are needed in order of importance.

Chris Taylor mentioned that they have had meetings with the Towns Engineering, Public Works and Building Department on numerous projects that have been built throughout town. Setting a meeting up with these departments during the day would be very beneficial when seeking information about this project.

Chief Finkelstein entered the meeting at 6:43 p.m.

Chairman Dagle asked for everyone's preferences of the sub-committees they would like to be on.

Kevin Seery, Anne Santoro, Tony Buglione and Chris Taylor (pending appointment to the committee by the BOS next week) volunteered for the RFQ Committee. Dan Price and Bill Weber were also recommended for this sub-committee.



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Lisa Picarazzi, Tony Buglione, Chief Finkelstein, Dan Cunningham, Bill Cornelius and Joe Barry volunteered to take on the Scope Sub-Committee.

Tony Buglione asked for the Chairman to give specifics of what the responsibilities are of each sub-committee.

Chairman Dagle stated that the RFQ Committee will look at each firms' qualifications and experience, check references and make a recommendation to the full committee on the top three or four firms they conclude are the best suited to take on the design portion of this project. He stated the scope sub-committee would be charged with coming up with the list of what is needed in the building, i.e. we need a locker room for X number of people, we will need 25 offices, etc.

Chief Finkelstein stated he thought the first thing that should be done is to ask the selected architect to conduct a needs assessment. They would sit with the committee and utilize their own formula to input our current as well as future needs. They are the experts on size, flow, HVAC, etc. The Chief also mentioned that because the Dispatch are not part of the Architects Scope, we need to be sure we include the possibility of Regionalization of Dispatch so we are able to be the hub should that happen in the future.

Chairman Dagle said we need to be pretty sure about what we *have to have*, what we think we are going to *need* for internal East Lyme growth *and* what do we need to *consider* with the potential for Regionalization, in order to avoid redesign fees. He continued to explain that when the committee picks the final designer, the Architects selected will provide an estimate of what the current level of design would cost to execute. It is at that point where the decisions would need to be made if a portion of the preliminary plan is not affordable, and should be eliminated from the detailed design.

Chairman Dagle stated the final designer will give us an estimate of each step and what it will cost to execute at its current level of detail. We will know at that point what portions of the design will be part of the bid request.

Chief Finkelstein said that we need to make sure that we have the architect including the infrastructure in the space that we would eventually expand to. The area that we will determine is for future space for growth needs has to be determined now so the architect doesn't include that space as part of the initial design.

Chris Taylor asked when Honeywell would be out of the building.

Chief Finkelstein stated he believed April 12, 2019 was the last day. He then asked, based on that date, when do the inspections, closing etc take place?

Kevin stated that he knows there are efforts being made to move all of those dates up asap.

Chris Taylor asked if those on the committee that haven't walked through the building yet should take the tour so they have a better understanding of where everything is.

Chairman Dagle thought the scope committee should definitely take the tour.

Chairman Dagle asked to finalize the two sub-committees prior to continuing discussion.



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Motion to Approve: Chairman Dagle asked for a Motion to approve the following:

The RFQ Committee will be Kevin Seery, Anne Santoro, Dan Price, Bill Weber, Chris Taylor and Tony Buglione.

The Scope Committee will be Bill Cornelius, Lisa Picarazzi, Mike Finkelstein, Mark Powers, Dan Cunningham and Joe Barry.

Lisa Picarazzi made the motion to approve, Kevin Seery seconded the motion. The motion passed 12-0-0.

5. General Discussion

Chairman Dagle asked for a reasonable amount of time for the two sub-committees to meet and report back to the full committee.

April 25, 2019 was the date agreed upon for sub-committee members to reconvene the full committee.

Kevin stated that the scope would need to get approval from the Board of Selectman prior to passing it on to the chosen firms. A special meeting can be called for that purpose if necessary.

Chief Finkelstein stated that the architectural firms have a formula that they use. From his experience, once the architect is hired, they meet with us go through the history, statistics, future possible needs and use that information to formulate a needs assessment.

Joe Barry expressed concern that each Department must be involved with the "needs" portion of the scope. He asked how much of the building would the Police Dept. need.

Chief Finkelstein explain that according to the need's assessment done in 2003, their department would require fifteen to seventeen thousand square feet of space.

Joe Barry asked about drawings of the Honeywell building.

Chris Taylor told the Committee that he has the floor plans for the building and he will get them to Julie Wilson to email with the minutes.

Dan Cunningham asked if we were doing something prior to the need's assessment.

Anne Santoro referred to the summary paragraph in the RFQ to the Architects asking Chief Finkelstein if we would basically need to provide an expansion of that including future needs?

Chief Finkelstein said the last project he was involved with, they only provided the Architect with the current status. Once the Architect was hired, they completed the needs assessment based on meeting with us and utilizing their formula.

Chairman Dagle stated that prior to the chosen architect executing the design, they will come back to this committee and present their recommended needs assessment prior to creating the detailed design. At that point, the committee will decide what to include in the design.



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Lisa Picarazzi questioned whether the Scope Committee could do very much until the firm is chosen?

Charmain Dagle stated the scope committee will need to provide the Architect with all of our current needs in writing, then they do the assessment and come back to us.

Chief Finkelstein agreed, stating next step in the proposal will be when the Architect gives us their fees with a possible idea of what they envision the plan to look like in an effort to show their capabilities to handle the project. He also stated that this is a tough project, and the architects will need to be able to take an existing building and create a public safety complex. They must be able work within what is there. We need to see which firm has the ability to look outside of the box to efficiently use space in a cost-effective manner so we can get the most out of what we have to work with for funding.

6. Set date for next two meetings

The Architect Review Sub-Committee set their meeting date for Thursday, April 4, 2019 @ 6:30 p.m.

The Work Scope Sub-Committee set their first meeting date for Wednesday, April 3, 2019 @ 9:00 a.m.

Chief Finkelstein stated that he thought it would be a good idea for the committee members to do a walkthrough as a group at area public safety buildings that have been built in recent years and to ask questions at each to find out in hindsight, what items they wished they had included or could have done differently. The Chief also noted that the Police Department has received a good amount of furniture donated or acquired at very low cost. Many offices in the process of moving, have reached out to offer this high-quality furniture. This will help us to furnish the building for a lot less cost.

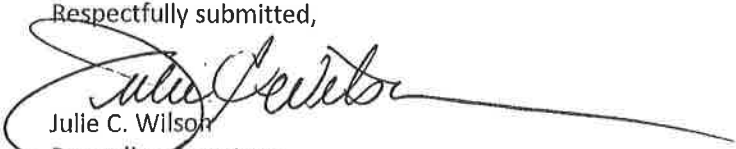
Mark Powers asked if a contact list will be put together of all committee members.

Kevin Seery asked all members to forward their contact info to Julie via email. She will send that to all with the minutes when completed.

7. Motion to Adjourn

Chairman Dagle asked for a motion to adjourn, **Kevin Seery made motion at 7:40 p.m. motion was seconded by Mark Powers. The motion passed unanimously 10-0-0.**

Respectfully submitted,


Julie C. Wilson
Recording Secretary