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May 1 20 19 AT 8:20 AM/PM  
Carm Malm  
EAST LYME TOWN CLERK



Town of East Lyme  
Board of Selectmen Ad-Hoc  
Public Safety Vision Committee  
April 25, 2019 @ 6:30 p.m.  
East Lyme Town Hall Conference Room #1

**Members Present:** Kevin Seery, Paul Dagle, Dan Cunningham, Lisa Picarazzi, Anne Santoro, Tony Buglione, Joe Barry, Bill Cornelius, Chris Taylor

**Excused:** Mike Finkelstein, Mark Powers, Dan Price, Bill Weber

**Chairman Dagle called the meeting to order at 6:30 p.m. and led the Pledge of Allegiance.**

### **3. Approval of Minutes from March 28, 2019**

**Motion made by Kevin Seery, seconded by Anne Santoro, Motion Passed 9-0-0**

**4. Status Report: Architect Review Sub-Committee:** Kevin Seery stated that the Architect Review Sub-Committee appointed him as Chairman and Chris Taylor as Vice Chairman at their last meeting. Kevin reported that the nine submitted RFQ's were reviewed by the committee using the Qualification Based Selection of Design Professionals guide (QBS) that was provided by Town Engineer, Bill Scheer. The questionnaire within the guide was modified to reflect the questions that were included in the RFQ. The criteria weighed each architect on items such as qualifications of the Principal, experience, local projects, change orders, projects finished on time and on budget, experience with renovation vs new build, experience with design of public safety facilities, etc. Each architect was rated on a scale of 0.5 – 5.0. The initial ratings were based solely on the packet received. The committee agreed on five firms that would move forward for further consideration. The Sub-Committee was then split into members that would meet with each of the firms and members that conducted reference checks on the five firms noted above. After a thorough review, the Sub-Committee determined that four of the architects would move forward to bid on a design based on the scope of work being prepared by the Scope of work Sub-Committee.

A lengthy discussion was held with members of the Architect Review Committee regarding the information obtained on each of the nine firms and why the final four firms were selected to move forward.

Kevin Seery recommended on behalf of the Architect Review Committee, that their top four selections be invited to bid on the project design once the work scope is complete.

Chairman Dagle asked for a motion to recommend that the four firms selected by the Architect Review Committee be asked to submit design bids for the Public Safety Complex.

**Kevin Seery made the motion, seconded Tony Buglione, Motion Passed 9-0-0**

Chairman Dagle thanked the members of the Architect Review Sub-Committee for all of their hard work and for doing such a thorough job of reviewing all of the applicants. He explained that moving forward, the chosen architects will be presented with the defined work scope given an allotted amount of time to review it and then we will hold a bidder's questions meeting. All four firms will be invited to ensure each bidder receives the same information. The firms will then be instructed to prepare their proposals for submission by a date to be determined. Once the bids are received, the full committee will review the bids and make the determination, based on all of the information presented, which firm will be awarded the job to design the public safety building renovation.



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**5. Status Report: Work Scope Sub-Committee**

Bill Cornelius stated that he was elected as the Chairman for the Work Scope Sub-Committee and Lisa Picarazzi was elected as Vice Chair. They have held two meetings to date. The first meeting was an executive session to tour the Stonington Police Department held on April 11<sup>th</sup>. The second executive session meeting was held on April 17<sup>th</sup> at the Ledyard Police Department. The committee members present at these meetings felt the time spent was very beneficial. They were able to discuss the building process with occupants at each department and learn about what they were happy with and things they would have done differently in the design of their facilities. Bill noted that he has obtained full size plans for the Honeywell building and would like to meet with Chief Finkelstein and Fire Marshal Taylor to discuss ways to minimize the amount of structural work that will be needed, while still meeting the needs of the departments that will occupy the building.

Lisa Picarazzi stated that she has a list from Chief Finkelstein that outlines the use of space in the current police facility on Main Street as well as new spaces needed in the new facility. As discussed in the sub-committee meetings, each area of the current building listed has notations as to whether the space is sufficient, insufficient or nonexistent. She noted that the Stonington Police Department is 26,000 square feet, and they are using all of it, however felt it wasn't all necessary. Conversely, Ledyard appeared to be much too small at 12,000 square feet. This was primarily due to the restrictions on an available footprint they had to work with.

Dan Cunningham and Joe Barry also offered important factors they noted during the tours of the two facilities that will help immensely with developing a scope of work for East Lyme.

Tony Buglione noted that there are top priorities in this work scope that need to be factored. The first is the safeguarding of evidence and the second is prisoners. He stressed that both detectives should be brought in to discuss their needs.

Lisa Picarazzi stated that she would like to see the cells included in the plan, but there have been no cost estimates presented.

Chairman Dagle stated that the work scope should include the cells. Include them in the design and then it will have to be decide whether we go forward with them or not.

Tony Buglione expressed very strongly that the cells must be included to do this right. He reiterated that this is a Police Department and one of our goals is to eliminate the annual cost of renting space and traveling back and forth to Waterford to process prisoners. The committee entered into a detailed discussion about the cells.

Lisa Picarazzi stated that the work scope should include everything we could possibly need for the new design and see what that will cost. If the cost to include everything is to high, we could take some away.

Chairman Dagle reminded the committee that after the design has been presented, there will be additional design costs involved to revise the completed design. He also reminded the committee that Chief Finkelstein



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also recommended having the awardee do a needs assessment. They would review our work scope and come back to us with thoughts and recommendations, based on their knowledge and experience prior to starting the design.

Chairman Dagle also suggested meeting with Bill Scheer to be sure the work scope is in an appropriate format prior to submitting to the selected architect.

The Work Scope Committee will meet on to complete the draft at a meeting agreeable to all members during the week of May 6<sup>th</sup>.

**6. Discuss outline for moving forward:**

Chairman Dagle asked the Work Scope Committee members to provide the full committee with a draft of the work scope prior to the next full committee meeting so we can move forward. A list of items that should *not* be included in the work scope such as communications equipment and items that the town will be providing should be listed as well. Once that is complete, the committee can ask for assistance from the town to prepare the bidders package. Finally, Chairman Dagle stated that a period of performance should be included as part of the bid package. Further discussion regarding our expected timeline will take place at the next full committee meeting.

Chairman Dagle recommended sending the completed scope of work draft out to the full committee as well as the Town Building Inspector and Town Engineer simultaneously. These town entities can then be invited to our May 16<sup>th</sup> meeting and be involved in an open discussion with comments and concerns.

**7. Set date for next two Public Safety Vision Committee meetings:**

**Next Meeting: Thursday May 16, 2019 at 6:30 p.m.** – The committee will work to achieve approval of the scoping document that can be forwarded to the town officials to formalize for a bid package.

**Second Meeting scheduled for Thursday, May 23, 2019 (if needed)**

**Chairman Dagle asked for a motion to adjourn, Kevin Seery made the motion at 7:45 p.m. motion was seconded by Lisa Picarazzi. The motion passed unanimously 9-0-0.**

Respectfully submitted,

Julie C. Wilson  
Recording Secretary