



Town of East Lyme
Board of Selectmen Ad-Hoc
Public Safety Vision Committee
May 16, 2019 @ 6:30 p.m.
East Lyme Town Hall Conference Room #2 (Lower Level)

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

Also Present: Mark Nickerson **Excused:** Mike Finkelstein, Mark Powers, Tony Buglione

Chairman Dagle called the meeting to order at 6:31 p.m. and led the Pledge of Allegiance.

3. Approval of Minutes: May 16, 2019 Motion by Kevin Seery, 2nd by Lisa Picarazzi, Motion Passed 8-0-2

4. Status Report: Work Scope Review

The full committee discussed the proposed space allocation DRAFT document.

Anne Santoro suggested adding information regarding needs that are lacking in the current facility (Main Street) to assist the designing architect as well as identifying areas in the new space that we think should be designated for a specific purpose based on current and anticipated needs.

Chairman Dagle noted that he has had discussions with Mr. Nickerson and Mr. Scheer over the past week and believes there are items that need to be added to the scope of work, such as:

- Minimizing the reconfiguration of existing walls.
- Providing a list of functions that the building must accommodate.
- Providing general guidance in the scope regarding our thoughts on the locations of the different entities (Police, Fire Marshal, Dispatch & EOC) that will be utilizing the building space, leaving the option for the Architects to provide alternative ideas if they feel it would enhance the flow and/or reduce the cost.
- Request that the bidding Architects provide a concept layout with their bid.

Chairman Dagle state that all bidders need to be provided with a brief description of project, current plans for the new facility and the scope of work required. He then discussed a general description the bid package should follow and what the Awarded Architect should expect to provide:

- a. Code requirements for the project.
- b. A needs assessment using info gathered from Departments that will be using the space.
- c. A schematic design (based on information obtained during the needs assessment) to this committee for approval prior to commencing with work on the final design.
- d. Final design drawings to include in the construction bid package.
- e. Assistance with review of bidding packages received from contractors.
- f. Interaction with Town staff to ensure all required permits are requested for work to be done.
- g. Provide availability during remodeling phase to handle any construction issues/change orders.
- h. Final as built drawings for the town once project is complete.
- i. Any required close out documents including info on any installed equipment, required preventative maintenance, etc.
- j. A *not to exceed cost allowance* for expenses i.e. mileage, travel time and printing (all phases).
- k. Current hourly rate structure for both regular and overtime hours.

5. Discuss Process Forward to Award Design Contract

FILED

May 29 2019 AT 12:45 AM/PM
Laura M. Palmer
EAST LYME TOWN CLERK



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Chairman Dagle would like to hold the Q&A meeting for bidders one week after bids are requested.

Chairman Dagle stated that we will request an estimated period of performance (i.e.: 8, 10, 12-week period of time) to finalize design as well as a list of items that will not be included in the scope of work.

Lisa Picarazzi asked Mark Nickerson for confirmation on the budget we have to work with considering that some of the scope will not be included.

Mark Nickerson stated that the approved budget was \$5 Mil less the building purchase of \$2.275 Mil.

Chairman Dagle noted that out of the remaining funds, there are some items such as cost of the design (an estimate will be requested), communications, etc. that need to be deducted. The bid request package for the construction portion may also include an out bid for items that are needed, but funds are not available to complete now. A contingency amount must be included. When the concept design is completed, a list of items needed, that if within budget can be included, or if not, can be added at a later date.

Chris Taylor stated he will have some of our current vendors give us some rough estimates for communications and the generator. Once the schematic is approved, he will request hard numbers.

Bill Cornelius stated that he will also seek pricing for the generator.

Mark Nickerson asked Chris to be sure that the cable television drop, PSDN and Nutmeg services are included in the communications package. Additionally, Mr. Nickerson stated that the affordable housing project at the adjoining property is moving forward. The developer will be responsible for the access road as well as the waterlines required. He explained there is currently sufficient water supply in the 277 W. Main St. building and there is no urgent need to connect to the town supply, but it will be available for future need.

The committee discussed the generator and the need for an assessment to determine the size required.

6. Discuss timeline moving forward: Chairman Dagle stated that once the bid packages go out, four committee members could be chosen to host the bidders question meeting a week later. Volunteers selected were Paul Dagle, Chris Taylor, Mike Finkelstein and Kevin Seery. Chairman Dagle will make some calls prior to our next meeting to get a better idea of how long we should reasonable expect to receive bids back. Once an Architect has been chosen, he thinks an eight-week design period will be sufficient and if everything falls into place, there is a potential for starting the project in October.

7. Set date for next meeting: The next meeting date for the Public Safety Vision Committee was set for Thursday May 30, 2019 at 6:30 p.m.

Chairman Dagle requested a motion to adjourn, Kevin Seery made the motion at 7:31 p.m. 2nd by Lisa Picarazzi. The motion passed unanimously 9-0-0.

Respectfully submitted,

Julie C. Wilson
Recording Secretary