

FILED

Jan 22 20 20 AT 4:00 AM/PM

*Cornelius*  
EAST LYME TOWN CLERK



Town of East Lyme  
Board of Selectmen Ad-Hoc  
Public Safety Building Vision Committee  
Tuesday, January 21, 2020 @ 5:30 p.m.  
East Lyme Town Hall – Conference room 1

**Members Present:** Bill Weber, Mike Finkelstein, Paul Dagle, Dan Cunningham, Lisa Picarazzi, Anne Santoro, Mark Powers, Joe Barry, Bill Cornelius

**Excused:** Dan Price, Kevin Seery, Tony Buglione

**Also Preset:** First Selectman, Mark Nickerson, Ray O'Connor - East Lyme Building Committee, Brian Cleveland and Bill Silver of Silver/Petrucelli (S/P)

1. **Call to Order / Pledge of Allegiance:** Chairman Dagle extended his apologies for being a few minutes late and called the meeting to order at 5:36 p.m. and led the Pledge of Allegiance.
2. **Public Delegations:** None
3. **Approval of Minutes from January 7, 2020:** Motion made by Joe Barry, seconded by Bill Cornelius. Chairman Dagle noted the word "motion" was omitted at the bottom of page 5. The minutes will be corrected to read "Lisa Picarazzi made a motion to approve the date and time of the next meeting as presented". The motion on approval of the minutes from the January 7, 2020 meeting with the noted correction passed 8-0-1. Mark Powers abstained.
4. **Review outstanding open items:**
  - **\$1MIL Eversource 0% Financing allotment for East Lyme - Remains Open** as Kevin Seery was unable to attend tonight's meeting.
  - **Possibility of adding controls to the existing air handling system.** Brian Cleveland reported that the CO2 sensors cannot be added to the existing system due to the age of the system as well as ducting within the building. This item is now **closed**
  - **Confirm IT space is appropriately sized.** Chief Finkelstein stated this is a work in progress. There is a meeting coming up on Tuesday with the IT, Communications and Architect to finalize space requirements. - Item remains **open**
  - **FEMA Pre-Disaster Mitigation Grant timeline** - Julie Wilson reported that the state will submit all sub-applications received by the end of this month. FEMA will announce status of sub-applications that are either approved as submitted, more information requested or does not qualify by June. Funding will not be available until the end of December. Julie in conversation with the State asked if when submitting our application, they could stress to FEMA that our project is moving forward as detailed in the application. If we are approved, could they provide confirmation in writing to be submitted for a special appropriation request to the Board of Selectman for the \$175K of reimbursable funds. She was told they would relay the message.

Chief Finkelstein received "offline" feedback today that our grant project scored extremely high in the first round.

Chairman Dagle stated the \$175K will remain in the budget until we have confirmation. The item **closed**.

Lisa Picarazzi asked for confirmation on the load the generator would carry.

Chairman Dagle confirmed it would power the entire building.



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● **Availability of the Building Committee to oversee the project** - Chairman Dagle spoke with Ray O'Connor from the Towns Building Committee who stated the committee would not be able to provide a full-time presence during the project. Chairman Dagle stated this will leave two options:

- Town Staff
- Clerk of the Works / Owners Rep

Mr. Nickerson stated the committee would need to add that cost of a Clerk of the Works to the project budget as there are not enough staff members who have the time between existing projects and summertime being very busy for all departments.

Bill Weber asked if the Building Committee can't provide full-time, could they provide some assistance?

Ray O'Connor stated they would be able to attend weekly job meetings and visit the weekly.

Bill Cornelius asked the Architects if they would be present at the job meetings.

Bill Silver stated they would be at the weekly job meetings. Bill additionally stated their firm is obligated to sign off at the end of the project stating the construction conforms with the plans and specifications. Bill stated the Clerk of the Works may not be necessary if we select a responsible General Contractor (GC). Owners Reps tend to be expensive. Consider instead a retired towns person from the field that may work for \$35-\$40/hour.

Bill Cornelius stated that past projects he worked on, he would take photographs as the job progressed so if needed, down the road there was visual proof if there were questions.

Ray O'Connor stated that someone needs to lock and unlock the building each day.

Bill Silver stated that is the GC's responsibility because the building is unoccupied. He stated that control of the building as well as insuring it should be turned over to the GC until the project is complete.

Bill Cornelius stated the Fire Alarm systems should remain active during the project.

Chairman Dagle added that if the Alarm system needs to be deactivated during certain portions of the project, this information needs to be communicated to the town.

Ray O'Conner asked if there would be major modifications to the fire alarm system.

Brian Cleveland stated yes. Reconfiguration of the spaces will require moving smoke detectives, horn strobes, etc. This will require portions of the system to be deactivated at certain times and brought back online as each section is completed.

Lisa Picarazzi asked how the committee will move forward now.

Chairman Dagle stated the committee will need to include a cost estimate as an option for interface during the project. When the bids come in, the committee will need to decide if there is something that should be cut out. Our ultimate goal is to get everything we need for a serviceable facility at the lowest possible cost.

Lisa Picarazzi asked how the Clerk of the Works and Town Building Committee will interface.

Chairman Dagle stated the Clerk of the works would be an employee of the Building Committee and would report at weekly meetings. This item remains **open**.



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- **Keep two flag poles in the project costs for a total of three for balance** - proposed by Bill Cornelius. General committee consensus concurred. The two flag poles will remain in the project. The item is **closed**.
- **Determine if the Video system is included in the security portion of the estimate** - Brian Cleveland stated yes it was included in the \$50K estimate for access control system & security system which includes audio as well as video. The item is **closed**
- **Furniture inventory project** (Attachment A in the 12/3/2019 meeting minutes)- Chairman Dagle referred to the detailed estimate of \$30K+ and referenced a discussion at the last meeting, where it was determined there was no staff available to do this work.

Chief Finkelstein stated there is furniture located in six different locations. The general consensus of the committee was this was a lot of work and the service was needed.

Bill Silver stated it takes a lot of time to measure, determine the quality of, determine the fit in the new space and manage movement of the furniture.

Anne Santoro stated it is a necessary professional design service.

Bill Silver stated this would be a separate bid package through the Town.

Chief Finkelstein stated that some of the furniture left behind for us by Honeywell is in decent condition and certainly usable, but there is other furniture that will need to be disposed of. Someone needs to evaluate all of that. His staff does not have that time available.

Mark Nickerson stated he felt the \$10K fee for procurement is too high.

Brian Cleveland stated it is important that we acquire this information to ensure the furniture will fit into the designed spaces. Inventory of the furniture needs to be done soon.

Chairman Dagle recommended approving steps 1-5 on the furniture inventory document.

Chairman Dagle asked for a motion to approve tasks 1-5 of the furniture inventory. **Anne Santoro made a motion for the committee to approve the furniture inventory and move management services, items 1-5 as described in S/P's document submitted as Attachment B with the minutes of the December 3, 2019 meeting totaling \$22,248. Bill Cornelius seconded the motion, the motion passed 9-0-0.** Items 6 & 7 remain open.

Lisa Picarazzi asked if the locker space accounted for expansion.

Chief Finkelstein explained that the locker room space is planned for future expansion.

The number of lockers to be purchased was reduced due to current needs, but the space will allow for additional lockers to be added in the future.

Lisa Picarazzi asked without the fire suppression system, what is the anticipated cost for the fire rating for storage areas.

Brian Cleveland stated that the plan was to not extend the suppression system to any other portion of the building besides the detention area. The fire rated ceilings for the storage spaces will not be cost a lot.



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Brian said they are continuing to move forward on the detail portion of the construction drawings. A few items discussed during a meeting with the Town's Building Official and Fire Marshal last week were whether the fire suppression system was needed in the detention area. They stated due to the type of use, they needed to research the code to determine if fire suppression is required. Also discussed was Town water supply to the building vs the well. S/P will look to a consultant to ensure the well can support the increase in volume with showers and additional toilets.

Chief Finkelstein stated on an average day peak staff is about 15 people. On a day where a drill may be held in the EOC, that may increase to 30.

Mark Nickerson stated that INCOMM had 100 people per day in the building.

Brian has not seen any documentation that the well has ever been tested, so there needs to be confirmation it will handle demand.

Lisa Picarazzi asked whose decision it is to go with Town or well water.

Chairman Dagle stated the code will determine what is needed.

Bill Weber stated he thought it was worth paying a few hundred dollars to test the well. If needed, there are lower cost options to improve they system vs the cost of bringing in Town water.

Lisa Picarazzi asked about the water quality and if it was tested.

Mark Nickerson stated the water was tested prior to purchase of the building and it was 100%. Honeywell had to submit quarterly water quality reports to the Department of Health for a ten-year period because it was a commercial property serviced by a well. Mr. Nickerson said he would check with the Water Department about testing the water pressure in the well.

Lisa Picarazzi asked if we had a level one estimate to bring Town water to the project.

Chairman Dagle stated the cost would be \$40K- \$50K

Brian Cleveland stated their intent is to have 100% bid documents done two weeks from today.

Chairman Dagle asked if that will include an updated cost estimate.

Brian Cleveland confirmed it would.

Chairman Dagle stated the cost estimates would go above the \$1.7Mil figure. It will include the sally port and detention center as a "bid alt delete". The "bid alt add" will be the elevator cab. That figure with the cost of the building, the cost of the IT and cost of the water.

Bill Silver stated they are working with Town staff on the front-end documents for the bid package.

Mark Powers asked about the timeline once the bid package is ready.

Chairman Dagle stated two weeks to advertise a public bid, timeline to submit bids approximately three weeks.



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Bill Silver stated typically the newspaper is not the source contractors use when searching for projects to bid and two weeks is a long time. 95% of contractors use CT DAS (Dept. of Administrative Services) which the Town uses as a free advertising source. Three to four weeks for bidding is sufficient.

Chairman Dagle asked how long the pricing should be honored for up until the award of the contract.

Bill Silver stated they will refer to the Town Ordinance, but they typically use 90 days. Lately requests have been 120 days. If situations arise, most contractors will grant and hold their price up to six months.

Chairman Dagle stated his concern that once bids are received, the committee will need to decide what will be included and additional time may be required if moving through the process of requesting additional funds is necessary. 120 days should be sufficient to move through both boards and a Town meeting.

Mr. Nickerson stated if the request is clear and meets expectations, it could be done within 60 days.

Chairman Dagle reminded the committee it was determined at the last meeting that this committee will recommend who should be awarded the contract. Once the contract is signed, the Town Building Committee will take over.

Ray O'Conner stated that the Building Committee could assist with reviewing the bids if needed.

Chairman Dagle stated their assistance would be welcomed and valued given their experience in this field.

Bill Silver shared thoughts on mandatory pre-bid or not. The building is not occupied, therefore access for contractors that cannot make the pre-bid meeting can still have the opportunity to schedule a date for viewing to troll through the mechanical and electrical systems. S&P will recommend non-mandatory pre-bid as mandatory may limit options.

Bill Silver asked if authorization of the final bid package is required from the committee prior to announcement or if S&P can put it out when complete in two weeks.

Anne Santoro stated she thinks the committee should take a vote to proceed and the Fire Marshal and Building Inspector should be included in this decision.

Chairman Dagle agreed and noted that both will be invited to attend the meeting to view the final plans.

Bill Silver stated that a new code sheet can be sent to the Building Official and Fire Marshal if needed.

Brian Cleveland stated they have not received any questions, comments or concerns from the committee on the documents submitted to date. S&P would like any input shared with them by calling or emailing any concerns with the submitted documents so they can be worked into the final bid package.

Bill Silver stated that concerns that arise after the bid package is released, they can be incorporated in the addendum. For a job this size, this is common.

Chairman Dagle asked if there were any questions, comments or concerns at this time. There were none addressed. He asked the committee members to review the documents again that were emailed to everyone and bring any questions or concerns to our next meeting.

Brian Cleveland stated the layout for the IT closet on the second floor will change based on additional equipment for channel 22 and the water monitoring systems. The location will be moved to a larger



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space. This will be discussed in the IT / communications meeting next week to ensure adequate space is provided with expansion for future needs. This change will allow use of the current IT wiring configuration.

Chief Finkelstein stated the communications and IT vendors agreed that the current networking system is very well done. This new configuration will eliminate the expense and time required to install new wiring.

Bill Weber asked how this will affect future occupants of the 2<sup>nd</sup> floor.

Brian Cleveland stated the proposed location will not minimize usable space.

Bill Weber asked if it made more sense to put the additional equipment in a different location such as a storage area in the first floor.

Chief Finkelstein stated that all of the storage areas on the lower level are much smaller. Additionally, doing that would require re-cabling. The conduits that go from the IT room to Dispatch are continuous.

Brian Cleveland stated they are working on additional ad-alternates in the event there is a problem with the budget. One is including the \$60K rooftop HVAC units as a bid-alternate which would allow the committee to scale the project. Currently both units are functioning. The unit could be removed from the bid package and incorporated into an overall maintenance plan for the building. Additional bid-alternate ideas are being discussed as part of the package to assist with the project budget.

Ray O'Connor asked if a commissioning agent or special inspections will be required.

Bill Silver stated the agent is not necessary. Special inspections are required by code as structural steel work is included in the sally port, detention area and elevator structure.

Lisa Picarazzi asked if we go without the elevator, will banking be added onto the back of the building for access to bring in servers, etc?

Chief Finkelstein stated accessibility is currently in place in the rear of the building for the 2<sup>nd</sup> floor.

Brian Cleveland noted that he had a report from Eagle Environmental who was contracted by the town to perform a Hazardous Materials investigation. From their limited testing, there are no hazardous materials in the building. Moving forward it does state that additional sampling will be required prior to demolition or renovation work per EPA requirements.

Lisa Picarazzi asked when the report was dated.

Brian Cleveland noted the date of the report was April 22, 2019, Received by the Director of Public Works on April 25, 2019.

Chairman Dagle asked if this would be part of the GC responsibilities.

Bill Silver stated it would be the responsibility of the town. The town should consult with their trusted environmental contractor to identify and include any potential hazardous materials onsite as part of the bid documents.

Chairman Dagle asked if there were fees involved for the special inspections.



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Bill Silver confirmed there were. He stated \$5k should cover the hazardous materials inspection and special inspections. A Special Inspector will follow the Materials Inspector and view all of their reports. Once a month during construction they will visit the site. These inspections are coordinated through the GC. At the end of the project the Special Inspector will sign off for the Building Official that structural conditions have met the code.

Anne Dagle asked for clarification on the Clerk of the works position and if it will be added into our budget pending conversation with the awarded GC.

Chairman Dagle confirmed that was correct and encouraged committee members, if they knew of people in the field, to spread the word.

Brian Cleveland asked about the exterior signage needed. The Civil Engineer would like to get his drawings into the Town.

Chief Finkelstein stated he did a walk through of the property with a sign consultant. He is putting together a package of exterior signage based on their discussion and that will be forthcoming. The plan is to re-use whatever we can. Chief Finkelstein expects he will have a document soon showing the estimate and conceptual design.

Chairman Dagle asked if there was power by the street to light the main signage. There is not.

Ray O'Connor suggested going with a solar lighting option.

**7. Next Meeting Date:**

Chairman Dagle recommended the date for our next meeting of Tuesday, February 4, 2020, 5:30 p.m. at the Town Hall and asked for a motion. Anne Santoro made the to approve the date and time of the next meeting as presented, Bill Cornelius 2<sup>nd</sup> the motion, the motion passed 9-0-0.

**8. Adjourn**

Bill Cornelius made the motion to adjourn, Bill Weber 2<sup>nd</sup> the motion, the motion passed 9-0-0. The meeting was adjourned at 7:05 p.m.

Respectfully submitted,

  
Julie C. Wilson  
Recording Secretary

**Open Items:**

1. Kevin Seery: \$1M Eversource 0% financing allotment for East Lyme – (Pending response).
2. Chief Finkelstein: Confirm IT space appropriately sized. (Pending meeting results w/ S&P, IT & Coms vendor)
3. Chairman Dagle: Building Committee availability to oversee the project – Clerk of the Works.
4. Chairman Dagle: Furniture inventory project – Items 6 & 7 remain open.