

FILED

Jan 10 2020 AT 8:15 AM/PM

Camille Alberti
EAST LYME TOWN CLERK



Town of East Lyme
Board of Selectmen Ad-Hoc
Public Safety Building Vision Committee
Tuesday, January 7, 2020 @ 5:30 p.m.
East Lyme Town Hall – Conference room 1

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

Also Present: First Selectman, Mark Nickerson and Brian Cleveland, Silver/Petrucci

Excused: Mark Powers

1./2. Call to Order / Pledge of Allegiance: Chairman Dagle called the meeting to order at 5:31 p.m. and led the pledge of allegiance.

Lisa Picarazzi asked for an opportunity to comment on the agenda. She referenced last month's meeting where Kevin Seery made a motion to add a public discussion to the agenda which appears to have been overlooked.

***Lisa Picarazzi made a motion to modify the agenda to include items for public delegations and include it moving forward. Kevin Seery seconded the motion, the motion passed: 11-0-0**

***2A. Public Delegations:** Chairman Dagle opened the floor to public delegations

Camille Alberti, Board of Finance (BOF) Chairman reminded the committee about information the BOF would need for an additional appropriation request. Camille provided Chairman Dagle with a spreadsheet (Attachment A) for committee to review and requested it be updated moving forward with information the BOF would need should additional funding be necessary.

Chairman Dagle asked for any additional Public Delegations. There were none.

3. Approval of Minutes: December 3, 2019

Kevin Seery made a motion to approve the minutes from December 3, 2019, Dan Price 2nd the motion, the motion passed 9-0-2. Lisa Picarazzi & Bill Weber abstained.

4. Review outstanding open items:

Chairman Dagle queried Kevin Seery on the amount, if any, of the \$1M Eversource 0% financing allotment for East Lyme (discussed at the 12/3/19 meeting) has been used.

Kevin Seery stated that question is pending a response. The item remained open.

Chairman Dagle queried Brian Cleveland regarding adding controls to the existing air handling system.

Brian Cleveland stated the system was reviewed. Further analysis is required. The item remained open.

Chairman Dagle moved to the next open item stating the structural waiver has been granted to the town. This will result in a savings of more than \$250K for the project.

Chairman Dagle queried Chief Finkelstein regarding the IT space and confirming it is appropriately sized.

Chief Finkelstein state he has been working with the Town's communications vendor. Electrical load requirements have been obtained and the communications portion should be finalized very soon. The Chief asked Brian Cleveland if they needed additional information from the Town's IT vendor.

Brian Cleveland stated they do need to have more communication with the IT vendor. Item remains open.

Chairman Dagle queried Chief Finkelstein on whether the communications piece includes dispatch consoles.



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Chief Finkelstein confirmed yes, they were. They are not part of the scope of work for the General Contractor (GC).

Chairman Dagle asked Julie Wilson for an update on the status of the FEMA Pre-Disaster Mitigation Grant.

Julie Wilson stated the \$175K grant application request has been submitted to the State for the building generator. She received very positive feedback on the submission. The State will submit all sub-grant applications received to FEMA at the end of this month. Julie will update at the next meeting on anticipated award timelines.

5. New Business:

Chairman Dagle discussed options with going out for procurement. He stated a Construction Manager can be in addition to the GC, but based on the project size, he agreed with Brian Cleveland that a GC with oversight by Town staff, the Building Committee and the Architect would be sufficient.

Kevin Seery agreed.

Chairman Dagle stated the Building Committee will be the main overseer of the GC supplemented by Town staff once the contract is in place.

Bill Weber asked if a Construction Manager can be added later if the GC deems it necessary.

Chairman Dagle stated one could be added, however, this would cause a delay as it may need to go out to bid.

Brian Cleveland stated he thought it sounded like more of an owner's rep situation. In his opinion, a construction manager would be redundant to the GC for this project.

Chairman Dagle will inquire on the Building Committee's availability to oversee the project. A conversation can take place with the awarded GC on their needs and whether a part-time/full time interface person will be needed.

Bill Webber asked if the Building Committee would know what the rate of pay would be for this position if needed.

Chairman Dagle stated it is based on man hours and an hourly rate which could vary based on the GC's rate of pay.

Joe Barry asked about a Clerk of the Works who could keep track of the project for checks and balances.

Chairman Dagle stated that it is the responsibility of the Building Committee. The question is do they have the resources to support the GC and the time to protect the town's interest throughout the project. The Chairman needs to find out from Mr. Nickerson if the Building Committee or this committee will select the GC. This committee will work on the bid package for the GC.

Lisa Picarazzi asked if the Building Committee members were volunteers.

Chairman Dagle stated they are appointed volunteers.

Mark Nickerson stated that the committee members are a wealth of talent from the field and are appointed by the Town. He feels this is a perfect project for them. If the Building Committee chooses, they may suggest to the Town that a Clerk of the Works is necessary.

Lisa Picarazzi asked if the Building Committee members had daytime jobs and if so, how that would work.

Mark Nickerson stated there are retirees on the Committee and there would be sufficient resources to visit the site during work hours.

Dan Cunningham asked if the owner's rep would be a member of the Building Committee or a third-party hire.



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Chairman Dagle stated they would be hired. The Owners Rep would be in lieu of a full time Manager if needed.

Chairman Dagle stated work needs to be done on the bid package.

Brian Cleveland stated Silver/Petrucci will include specifications that anyone working on the project should use AIA contract documents and they will work with the Town to get front end specifications needed relative to the Town's procurement process included in the spec documents.

Bill Cornelius asked Brian Cleveland about electrical specifications and whether that will be a separate package.

Brian Cleveland stated they do not break the construction documents into separate bid packages. The GC generally creates sub-trades to be bid out.

Bill Cornelius asked Brian Cleveland who specifies the level of protection for the electrical systems.

Brian Cleveland stated their Electrical Engineer takes charge on the security, fire alarm and voltage components. Silver/Petrucci is coordinating details of the systems with the Town's IT and communications consultants.

Chairman Dagle asked Mr. Nickerson who would award the contract.

Mr. Nickerson stated that because it is a contract, the Vision Committee should review the bids and forward their recommendation to Board of Selectman.

6. Review Construction Documents

Brian Cleveland presented the construction documents to the committee. A discussion on changes and new information on the plan was discussed. Brian stated after considering the size of the generator and the demand on the unit to utilize it during peak times during the year, it doesn't seem worthwhile to sign up with the Eversource program (discussed at the last meeting) considering wear and tear on the unit. Additionally, Brian stated there is currently a flag pole on site. One new flag pole could be eliminated.

Bill Cornelius asked to keep the purchase of two flagpoles to have a total of three for balance open for discussion.

Dan Cunningham asked if the flag pole could remain where it is. It was determined that for the purpose of lighting the flag, it would be less expensive to move it.

Paul Dagle noted the proposed location of the dumpster needed to be moved closer to the building.

Lisa Picarazzi asked where we were with the Town water supply.

Brian Cleveland stated that after reviewing the code, because there will be less than six inmates housed in the detention area and the square footage is under 12,000 sq. ft. (including the Sally Port), the need for a fire suppression system was eliminated. This will help with the budget. There is a functioning well, the decision to bring Town water to the building is up to the committee.

Lisa Picarazzi asked if there were any modifications should we choose to bring the water in.

Brian Cleveland stated backflow preventers would be needed and the waterline brought to the building. Brian also noted without a fire suppression system the fire rating increases for storage areas. Fire rated ceilings and partitions will be required in any storage area over 100 sq. ft. There are currently six in the plan. Brian noted there will be a level three ballistic rating in the main lobby area between Dispatch and the Records office including the wall. The floor layout in the armory and report writing areas was discussed with members of the Police Department. A fourth work station was added to the report writing area. The armory is relocated to the rear of



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the building near store rooms where ammunition can be kept. The gun lockers and service weapons will remain near the briefing room. Changes were made to the evidence storage area specific to items being stored such as weapons & narcotics. Brian explained above-mentioned changes were made since the approval of the last plan.

Chief Finkelstein stated these changes were made after discussion with personnel that will be utilizing these areas and feels the changes are good. He also noted there is no additional cost associated with the changes.

Lisa Picarazzi asked Chief Finkelstein if he had any concerns with the plan.

Chief Finkelstein stated we are making it work with what we have. The architect has worked well with us. It is far better than what we have now and it is functional.

Bill Cornelius asked about CCTV locations. He didn't see a cost for this.

Brian Cleveland stated that the CCTV locations are notated on the electrical sheets identified in the plan.

Chief Finkelstein noted there is a system in the building currently. Discussions with the IT Vendor and the Architect will determine how functional the system is. He believes it is good. There are multiple video systems that will need to be integrated. This is a very large piece of the plan.

Chairman Dagle added an open item to determine if the video system is included in the security portion of the estimate, or if it is part of the communications piece.

Kevin Seery made a motion to approve the plan presented with modifications, Bill Cornelius seconded the motion. The motion passed 11-0-0.

Brian Cleveland presented a sample board of the neutral color palette and materials for the renovation. Colors chosen will complement the existing carpet tiles. He referenced the furniture inventory package presented at the last meeting and asked if the committee wanted this service. This would include inventory of existing furniture and how it would fit into the new space in addition to a listing of new furniture needed. Nothing has been done with that to date.

Chairman Dagle referenced the document (attachment B of 12-3-19) noting the additional cost to the project.

Chief Finkelstein noted lack of time for staff to do the inventory.

Brian Cleveland stated this would include a complete inventory of current furniture, label it, inventory it and determine where it will go in the new space.

Chief Finkelstein stated there was furniture left in the building, some of which can certainly be included and some that would need to be thrown out. Additionally, we have received many donations of furniture over the past year from very generous people. Measuring all of the furniture and figuring out where it will go will take a lot of time.

Chairman Dagle moved the furniture inventory project to an open item until it is determined if we have any resources that could be made available to take on this project.

Bill Weber stated that maybe the Town Staff could inventory their own furniture.

Chairman Dagle stated we would still be paying for that and Town work still needs to get done.

Dan Cunningham stated he thought it would be better to have it done right and have all inventory in a database. This way, we know exactly what we have and what need.



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Brian Cleveland stated within the EOC, there is a desire for 6 electrical floor boxes. He inquired if the preference would be surface mounted raceways to pedestal junction boxes, or trench the floor.

Chief Finkelstein stated that surface mounted is fine. When command staff is in the EOC, they may be located at a station in the center of the room and will need power available for laptops.

Chairman Dagle noted the permanency of putting it into the floor will be an issue if you need to reconfigure. He recommended installing it on top of the floor or in from the overhead with a post.

Chairman Dagle asked Chief Finkelstein to work with the wiring configuration of the EOC. The Chairman thanked Chief Finkelstein for the incredible number of hours he has spent working on this project, and opened the floor to Committee members for further discussion.

Chief Finkelstein discussed a security issue with the exterior window in the Administrative Sgt.'s office. He would like a solution to prevent being able to view into that office from the exterior.

Brian Cleveland recommended an opaque glass with an impact resistant glaze.

Chief Finkelstein stated that as of right now, based on similar facilities the vendors have done, he believes we will come in on target for the communications, video and telephone components. They are continuously working to complete this piece. Additionally, they are working on costs to move public access channels and water monitoring systems from current Dispatch center to new Dispatch center.

Mark Nickerson mentioned that Carmen Ames from IT has applied for an \$85K grant to assist with upgrades at Town Hall and moving the cable portion used for televised meetings, to the new facility.

Chief Finkelstein noted concerns with the cost of moving infrastructure for channel 22 and the water monitoring systems. He is waiting for information from Water Pollution and Control for moving their SCADA system. Where those funds will come from needs to be figured out as Dispatch monitors those systems. Additional costs will include bringing the feeds from all Town cameras to the new facility. Chief Finkelstein stated the goal is to have the equipment replacement schedule work so the switch from the old building to the new building is seamless.

Chairman Dagle noted that the timeline for the project is already a little bit off, but we shouldn't rush the details. We don't want to miss anything.

Brian Cleveland stated, short of specific coordination issues, Silver/Petrucelli is hoping to get the building detail, structure, interior design done within two weeks. On the electrical, telecommunications and security side they need to make sure they have everything which may take a few more weeks.

Chairman Dagle asked Brian Cleveland if he could provide an outline of the bid package in two weeks.

Brian Cleveland said he would send over the spec they have. They will be looking for feedback from the Town on other front-end documentation, i.e., contractor insurance requirements, special conditions of the Town, prevailing wage requirements, etc.

Chairman Dagle asked if there were any other comments on the plans. There were none.

7. Next Meeting Date:

Chairman Dagle recommended the date for our next meeting of **Tuesday, January 21st, 2020, 5:30 p.m. at the Town Hall and asked for a motion.** Lisa Picarazzi made the to approve the date and time of the next meeting as presented, Dan Price 2nd the motion.



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8. Adjourn

Dan Price made the motion to adjourn, Joe Barry 2nd the motion. The meeting was adjourned at 6:50 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. Brian Cleveland: Possibility of adding controls to the existing air handling system. (Pending further analysis).
3. Chief Finkelstein: Confirm IT space appropriately sized. (Pending conversation between S&P and IT vendor)
4. Julie Wilson: FEMA Pre-Disaster Mitigation Grant timeline.
5. Chairman Dagle: Building Committee availability to oversee the project.
6. Bill Cornelius: Keep the purchase of two flagpoles to have a total of three for balance open for discussion.
7. Brian Cleveland: Determine if the video system is included in the security portion of the estimate.
8. Chairman Dagle: Furniture inventory project - reopen for discussion

Attachment A

East Lyme Public Safety Building Project

277 West Main Street

Information Requirements from Camille Alberti, BOF Chair

Note: Please update these estimates with actual numbers and latest estimates

No.	Item Description (Actual/Estimate)	2019	2020	2021	2022	2023	2024	2025	Total Cost of PSB Project
1	Building Purchase Price (5/3/2019)	\$ 2,775,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,775,000
2	Closing Costs (Not included in 6 or 5)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3	Short-Term Financing Costs (3.5%)	\$ 64,750	\$ 97,125	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 161,875
4	Bonding Costs (2.75%)	\$ -	\$ -	\$ 76,313	\$ 67,875	\$ 67,825	\$ 67,775	\$ 67,875	\$ 347,663
5	Maintenance Costs During Vacancy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6	Architect/Legal/Other Professional Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7	Bid Process (Advertising) Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8	Holding Cells/Sally Ports	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9	Rental Savings (Waterford Agreement)	\$ -	\$ -	\$ 677,673	\$ -	\$ -	\$ -	\$ -	\$ 677,673
10	Building Improvement Costs	\$ -	\$ -	\$ (45,000)	\$ (48,000)	\$ (50,000)	\$ (50,000)	\$ (50,000)	\$ (243,000)
11	Final Plan	\$ -	\$ 1,777,408	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,777,408
12	Bathroom - Lobby/Public	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000
13	Communications & Technology	\$ -	\$ -	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ 500,000
14	Elevator Cab	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000
15	Egress Road Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
16	Furniture	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
17	Roof	\$ -	\$ -	\$ 370,000	\$ -	\$ -	\$ -	\$ -	\$ 370,000
18	HVAC	\$ -	\$ -	\$ -	\$ 95,000	\$ -	\$ -	\$ -	\$ 95,000
19	Parking Lot Grading/Paving	\$ -	\$ -	\$ 186,000	\$ -	\$ -	\$ -	\$ -	\$ 186,000
20	Parking Canopy	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
21	Town Water Connection	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Design Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
23	Real Estate Revenues Lost - 277 West Main	\$ 23,333	\$ 40,800	\$ 41,616	\$ 42,448	\$ 43,297	\$ 44,153	\$ 45,046	\$ 280,705
24	In-Kind Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
25	Other (List)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
26	Other Credits (Grants)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total		\$ 2,863,083	\$ 1,965,333	\$ 1,856,602	\$ 207,323	\$ 61,122	\$ 61,938	\$ 62,921	\$ 7,078,323

East Lyme Public Safety Building Project

Continued

List items that will be omitted from this project:

Vinyl vs. Epoxy Flooring	\$	3,269
10 Officer Lockers (From 35 - to 25)	\$	10,000
15k Lost Renovated Space (30k sq. ft - 15k sq. ft.)	TBD	
Structural Improvements to Risk Category 4	\$	268,111
2 Flag Poles (From 3 to 1)	\$	4,600
Landscaping Reduced from Original Concept	\$	10,000
New Appliances (refrigerators/coffee machine)	\$	3,600
Owner Contingency (?)	\$	-
	<u>\$</u>	<u>299,580</u>

Notes & Additional Requirements

- 1 Purchase Agreement for the Honeywell Building - **provide a copy to Camille**
- 3 Assumed 3.5% thru 12/30/20; then to bonding
- 4 Assumed 2.75%; what is the actual rate?
- 5 Detail Electricity, Heating, Other Maintenance Costs
- 6 Detail SP&A; Closing Costs not included in purchase price
- 8 Down from \$1.1 million estimate
- 23 Real Estate Taxes; I did not include PPT Lost Revenues; remove these when 278 Main St. is Sold
- 24 Number of hours required by Town employees at applicable rates

Provide copies of project-related payments made to date, and going forward