



Town of East Lyme  
 Board of Selectmen Ad-Hoc  
 Public Safety Building Vision Committee  
 Wednesday, May 6, 2020 6:00 p.m.  
 Zoom Meeting

May 11 2020 AT 11:03 AM PM  
laurapalm  
 EAST LYME TOWN CLERK

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

**Excused:** Tony Buglione,

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

1. / 2. **Call to Order:** Chairman Dagle called the meeting to order at 6:05 p.m.
3. **Public Delegations:** Chairman Dagle opened the meeting for Public Delegations – There were none.
4. **Approval of Minutes from May 6, 2020:** Motion made by Kevin Seery to approve the minutes of the April 30, 2020 meeting, seconded by Dan Price. The motion passed 10-0-0.
5. **Review outstanding open items:**

**Open Item #1: Fiber:** Pending estimate from State of CT – Chief Finkelstein noted his frustrations with this process that began in January of 2019. He stated this is a complex process and after a promising conference call today, he is hoping to have more information within the next week or so and stated that the rest of the communications info is completed.

Lisa Picarazzi asked if the \$126K infrastructure required to house the new communications was included in the \$500K.

Brian Cleveland stated that figure is included in the base bid, not the communications package.

**Open Item #2: Clerk of the Works** – Chairman Dagle stated that Anne Santoro had provided him with information regarding the projected cost from a past Vision Committee meeting that was estimated at \$50K. This would cover 40 weeks at \$35/hr for a 35 to 40-hour work week. The Building Committee would seek a cost estimate for this and it would need to go out to bid. Chairman Dagle asked the Committee if identifying \$50K total for a Clerk of the Works was reasonable for a cost estimate.

Kevin Seery stated he thought this should be discussed with Ray O'Connor from the Building Committee as he would have more knowledge as to how time would be required for the Clerk of the Works.

Chairman Dagle stated he believed Ray O'Connor was part of the scope of hours discussion; however, it was decided not to go forward with the Clerk of the Works as Ray felt the Building Committee could handle the job.

Ann Santoro agreed. Anne stated in a recent discussion she had with Brian, it involved a 40-week span of time with 30-40 hours per week at \$35/hour.

Ray O'Connor joined the meeting at 6:15 p.m. Ray stated that \$50K was his recommendation.

Chairman Dagle asked the committee for their input on the \$50K dollar amount for a cost.

Kevin Seery stated that with both Brian Cleveland and Ray O'Connor recommending this amount, we should go with it.

Lisa Picarazzi asked for confirmation that this would need to be added to the estimate.

Chairman Dagle confirmed it would be an added Town cost, separate from the construction costs.

Brian Cleveland stated that S/P has templates the Town could use to solicit the Clerk of the Works.

Chairman Dagle asked Ray O'Connor if the Building Committee would obtain the estimate.

Ray O'Connor confirmed they would be happy to. This item is **CLOSED**

**Open Item #3: Furniture Inventory project – Items 6 & 7:** Chairman Dagle ask Brian Cleveland for confirmation that these items were to support purchasing of and moving furniture into the building,



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Brian Cleveland stated that was correct. There was \$10K for moving of furniture from existing locations and may need to include relocation of existing furniture left in the building before construction can start. He asked if the Town has employees that can do this as opposed to adding the cost to the contract.

Chairman Dagle asked Mr. Nickerson if he thought Town staff would be available to relocate this furniture.

Mr. Nickerson asked Chief Finkelstein about space the box that was acquired for storage.

Chief Finkelstein stated the box is full.

Brian Cleveland stated there should be areas within the building that are outside of the scope of work where the furniture could be moved to. Where that would be will need to be confirmed with the contractor ahead of time. If it needs to move afterwards, it will be on the contractor to relocate.

Mr. Nickerson stated this is outside of the normal job description of Public Works. The janitors do move furniture, so we could work that out. Mr. Nickerson needs a better idea of the size of the job and whether professionals should be used.

Brian Cleveland stated he feels the contractor is eager to get into the building to start doing some work, so he may be willing to move furniture out of the way. It's a conversation to have.

Ray O'Connor asked if there was anything in the specifications related to moving furniture.

Brian Cleveland stated there was not.

Ray O'Connor stated that a large storage trailer is only \$95 per month. But we would need to pay someone to move it into the trailer and back into the building when the project is done.

Brian Cleveland reminded the Committee that there is a \$10K estimate for moving of furniture. That included from existing facilities/storage units around town to the new site.

Chairman Dagle recommended approaching the contractor once we have approval to place the bid and ask if it is within his scope and ability to complete the project at cost and on time to include relocating the furniture. If it is not, we can look to having Town employees or volunteers move it, or take it out of owner's contingency.

Mr. Nickerson stated he will look to see if Town employees can move the furniture.

Dan Cunningham noted that there is the second story where furniture could be stored. If the elevator cab is included in the project, moving the furniture back downstairs will be easy. This item remains OPEN and may be turned over to the building committee if the Town is unable to provide labor.

**Open Item #4: Tally of the Project Costs** – Chairman Dagle referred to Brian Cleveland for an on-screen display. Brian provided a shared screen view of the current project cost estimate (Attachment A). Chairman Dagle reviewed the numbers noting that the grand total included the building purchase. It did not include the elevator cab. Brian added cost of the cab to the tally.

Lisa Picarazzi stated that the numbers displayed were different from the numbers sent to the committee members dated 4/30/20. The current numbers displayed are dated 5/4/20.

Brian Cleveland stated that an adjustment was done to the owner's contingency to 8%.

Chairman Dagle stated that the elevator cab is not in the base bid. Based on previous discussions amongst the committee, the cab is not needed by code. The decision to include the structural portion was made regardless, so as not to disturb use of first floor in the future. It was also decided that the cost of the cab could be part of the second-floor renovation once the Town decides what to do with that space. Chairman Dagle asked the Committee if they were comfortable removing the cab knowing there is no planned use for the second floor. Opened for general discussion.



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Lisa Picarazzi stated she would like it included. She noted the committee is trying to keep costs down; however, not including it would be cutting corners.

Anne Santoro agreed with Lisa. She mentioned that she had spoken with Brian Cleveland recently about this. She noted that the cab cost in this bid was higher than estimated; however, per this discussion, the design is flexible and if we wait until later, the cost could increase. This also leaves the possibility of a redesign being necessary which would further increase the cost. Anne thought it should be included.

Chairman Dagle noted that Brian had added the elevator cab back in with a total cost of \$223K with a 10% contingency. An 8% contingency reduced it to \$219K. Chairman Dagle asked Brian Cleveland of the risks of the base design being obsolete, and not being able to get an elevator cab in the next three to five years.

Brian Cleveland stated he thought it was unlikely, but couldn't be 100% certain. He noted elevator sizes are pretty standard amongst manufacturers and a couple of inches were added to the overall hoist-way size in order to accommodate a range of cab manufacturers. He cannot guarantee how long the dimensions will hold up as future design and code changes are unknown.

Dan Cunningham is in favor of getting the cab done. He has had numerous members of the community approach him regarding getting the project done right.

Mark Powers is also in favor of installing the cab. We want a complete building. This is a very justifiable and important expense that accommodates everyone.

Kevin Seery is also in favor it should be included and presented to the boards with the cab included.

Bill Cornelius asked Brian Cleveland if Nobel Construction is aware that they are the selected bidder and if we could ask them specifically about the cost of the elevator. As discussed at the last meeting, is this number inflated with the unknown if it would be installed at a later date, and could that number be reduced.

Brian Cleveland stated he would follow up with Nobel for a better understanding of that figure.

Chairman Dagle stated this could be an opportunity to reduce the scope that they based their number on and potentially reduce the cost of the option. He asked for confirmation from Brian that this would be a negotiated item.

Brian Cleveland stated they would treat it in that manner. If it appears items were included that are unnecessary or outside of the scope we can request for a revision.

Lisa Picarazzi stated that other bids included elevator cab estimates that were much lower.

Brian Cleveland stated there was a range of prices for the cab that ranged from \$103K to \$287K. Nobel was in the middle of the road on this item.

Lisa Picarazzi asked Brian to restate why the contingency was changed from 10% to 8%.

Brian Cleveland stated that Bill Silver told him it was requested to make the reduction. He was not aware of why.

Chairman Dagle requested that the committee remain on the elevator and then move on the remaining items.

Mr. Nickerson asked for permission to comment as ex officio. He stated that this tips the whole financial scale as the project has gotten to a much higher number than what was predicted. If the elevator cab is installed now, it allows for future renovation of the second floor for casual buildout space, ie: a department may need more storage space, etc. It will also allow for making meeting rooms for the public to use. Mr. Nickerson mentioned one other topic for discussion, noting the building permitting fees should be removed.



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Chairman Dagle noted the fees will be discussed as we move along. He noted something to consider as far as adding the cab was that the addition of the elevator cab would add up to 45 days to the period of performance for the work.

Dan Price stated he felt installing the cab is the right thing to do.

**Chairman Dagle stated that we have a majority in favor and entertained a motion to include the add alternate 1 for the elevator and equipment in the amount of \$198K to the base bid. Kevin Seery made the motion, Dan Cunningham seconded, the motion passed 10-0-0.**

Chairman Dagle stated, based on the ex officio's comment regarding the permit fees, those numbers can be removed. All local permit fees were removed from the total project cost estimate.

Lisa Picarazzi asked if the permit fees were removed for the school projects.

Ray O'Connor stated yes, they were removed for the school projects.

Lisa Picarazzi asked if this is standard for building town infrastructure.

Mr. Nickerson confirmed. He then asked if a contingency is necessary for the elevator.

Brian Cleveland stated it could be removed; however, it would reduce the overall percentage of contingency for the project. There shouldn't be any unforeseen issues as this portion of the project is new construction. The unforeseen is what will need to be done to put the hoist-way in.

The committee agreed to remove the contingency for the elevator and slightly raise the overall contingency.

Chairman Dagle asked about the allowance for materials testing fee included in the elevator portion, noting there was a \$6K figure for that included in the above section of the document. He asked about the estimates received for this.

Brian Cleveland stated the estimates were for the hazardous materials testing, not the materials testing which is for special inspectors to oversee things such as torque of the bolts into steel members or the slump testing of the concrete mix. This is an individual hired by the owner and coordinated by the contractor to ensure structural elements meet testing standards and that \$3K should be kept in the cost.

Ray O'Connor asked about special inspections for the elevator. He didn't feel this was enough money.

Brian Cleveland stated that is included in the materials inspection amount. The areas that will require most of the materials testing funds will be the structural work for the hoist-away as well as the hoist-away and detention cells block work.

Ray O'Connor stated there is steel, concrete and soils. He felt the number is low. He asked if a certification by a PE was included. That was a \$7K fee for each of the schools and is normally a requirement of the structural engineer.

Chairman Dagle asked if that was part of the environmental engineering services fee or if a new open item is necessary.

Brian Cleveland stated that was a totally separate fee and the structural engineer and their construction administration fee has the review of the special inspection reports included and also covers the PE in their base scope of work.

Chairman Dagle noted that the State Education Fee needs to remain and asked for any additional comments on the final adjusted dollar amount of \$201,051 for the elevator and equipment section. There were none.

Chairman Dagle reviewed the base bid construction costs line by line. He asked if a list of the new furniture was created.

Brian Cleveland stated the furnishing line item was an estimate for furniture still needed as determined by inventory done.

Chairman Dagle asked if anyone on the committee had reviewed that list of recommended furniture items.

Chief Finkelstein stated he reviewed the list and it includes items S/P believes are necessary to outfit the building. He has no reason to doubt this number is not accurate. The only question would be if we could procure the items at a lesser cost.



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Chairman Dagle asked for confirmation that the Dispatch furniture is included in the IT costs.

Chief Finkelstein confirmed that was included in the \$500K.

Anne Santoro confirmed she had reviewed the Architects fees and they are contractual amounts. She stated the \$26.6K amount is part of the original contract which has certain allowance enumerated in the contract.

Brian Cleveland noted that they will not be using the full \$22K amount for permit set reproduction, the wetlands report is not needed due to Wetlands and Zoning approval so \$2K can be removed, H2T2 survey was done for \$9K, pavement analysis for \$2.2K was done, civil engineering permit application was done, printing allotment for \$2K is in place and design of prisoner space at \$4.9K is done. At completion of project \$3.8K for an as built A2 survey will be needed.

Chairman Dagle summarized that some of the money has been spent, some needs to remain for future and approximately \$6K - \$8K will not be needed.

Anne Santoro thought it was safe to take out the \$2K for the wetlands report. Chairman Dagle agreed.

Chairman Dagle asked about the Environmental Engineering Services at \$6K

Brian Cleveland stated this is for testing of any materials coming out of the demolition to ensure they are not hazardous. This was an estimate selected based on three bids received.

Chairman Dagle noted that the Town will need to place the purchase order to accomplish that work.

Ray O'Connor asked about the Hazardous Materials Abatement being part of the base bid.

Brian Cleveland stated based on the investigation done by Eagle Environmental, it was determined the building does not appear to have hazardous materials. As of now it is assumed clean. Because it is an existing building, materials being removed must be tested. The initial investigation only included visual and limited testing of materials without being destructive. If things are uncovered during demolition that are questionable, the \$6K in Environmental Engineering Services will cover those testing fees. Further testing may not be necessary.

Ray O'Connor asked if there was a legal line item for review of the contract.

Chairman Dagle stated a line item is needed for legal and an estimate will need to be acquired. This is a new OPEN item.

Ray O'Connor recommended the contingency be raised to 10%.

Lisa Picarazzi agreed. Unless there is a basis for the reduction, it seems capricious.

Bill Cornelius stated he thought maybe based on the bid numbers received and S/P's familiarity with the contractor, he believes 8% is adequate. He added that he still believes there are costs that will come in lower.

Chairman Dagle stated if we increase to 10%, it will add an additional \$50K.

Dan Price and Bill Cornelius stated they thought this was not necessary.

Lisa Picarazzi asked what the standard percentage was.

Brian Cleveland stated this at the owners discretion. The average rate ranges from 5%-15% based on the project type and complexity. The 8% is in the range of what S/P would expect.

Chairman Dagle stated that Bill Silver is not present, but Bill felt it was a good number. This percentage a professional opinion. The risk is, if it's too low and we don't realize any reductions in costs, we will need to go back for more money if unforeseen issues arise. He asked is 8% enough or is there a need to increase the contingency by \$50K and raise it to 10%.

Lisa Picarazzi stated she needed to leave the meeting, but that she would like to see 10% contingency and to be sure \$50K is included for the Clerk of the Works. Lisa Picarazzi left the meeting at 7:05 p.m.



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Bill Cornelius stated he would support Lisa on the 10%. He does not see the full \$50K needed for the Clerk of the Works. Chairman Dagle noted that now that the elevator is included, we have added an additional five weeks.

Ray O'Connor didn't think Clerk of the Works would be part of the final five weeks during installation of the elevator cab. Chairman Dagle stated the number of weeks would remain at 40 weeks.

Ann Santoro asked Brian to elaborate on contingency. What in the scope of the project would reduce risk of the unknown? Brian Cleveland stated it's a big question on where the contingency may go. Additional fireproofing may be needed through the corridors and above the ceiling. An inspection was conducted to the degree necessary; however, there is always the potential of items that we were not seen. Another question is shoring of the elevator hoist-away or the sub-surface conditions for the pit of the elevator. The roof repair is another unknown. Any visible issues found were documented. Finally, compaction may be necessary for the repaving. Contingency will be needed if additional issues are found.

Anne Santoro stated if we use the original 10% and we don't use a contingency for the elevator that could be eliminated, but we stick with the 10% overall.

Dan Cunningham agreed. He thought because we are pulling it out of the elevator cab, the 10% should be restored.

Chairman Dagle recommended changing the contingency to 10%. We will not be able to finalize this at tonight's meeting as there is a Board of Selectman meeting that three members must attend in a few minutes. We will have further discussion at the next meeting prior to voting to send to the Board of Selectman.

Chairman Dagle noted that the cost of the water supply hookup that the committee agreed should be done, also needs to be added. He recalled an estimate of \$40K to have that done.

Kevin Seery stated he didn't mind adding it, but we may need to hold off on that cost and use bottled water.

Anne Santoro stated that there was an estimate for that specifically of \$40,375.

Ray O'Connor thought a commissioning agent should be added for the install of the new HVAC unit.

Brian Cleveland stated that within the specifications it is required for the system to have a full balancing report done. All of the equipment is not being replaced, nor will the entire building be occupied. He stated they would certainly go with the committee's recommendation, but the HVAC needs to meet the design criteria and a level of commissioning will be done as part of the project close-out.

Ray O'Connor stated he still believes a commissioning agent is needed. It is not a big cost, maybe \$3K.

Chairman Dagle stated that line item would be added tonight and we could continue further discussion at the next meeting. This will be a new OPEN item.

Chairman Dagle stated that there were only a few minutes left in this meeting. There is not enough time to review the items that were present by Camille Alberti at the February 11<sup>th</sup> meeting. His point of view is the other costs, financing costs and closing costs were items this committee was not involved in. He stated the committee will review the line items at the next meeting. As a committee we need to address the items that are part of the project going forward. Any additional costs would be the responsibility of the Town to address. These questions were submitted and it is important that we discuss at the next meeting.

Chairman Dagle thanked Anne Santoro and Ray O'Connor for their assistance and guidance with providing information regarding this final stage. Our mission is to be sure that everything we're tasked with to get this project designed and accomplished is included.

6. New Business:



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Chairman Dagle apologized to Anne Santoro stating the new business she wanted to discuss would need to be tabled until the next meeting.

**7. Next Meeting Date:**

The next meeting date was set for Tuesday, May 12, 2020 at 6:00 p.m. via Zoom. An email will be sent out to the committee members with the 5/6/20320 meeting minutes, the agenda for the 5/12/2020 meeting and the Zoom meeting ID / Call in information.

**8. Adjourn:**

Dan Price made the motion to adjourn, Kevin seconded the motion, the motion passed 9-0-0. The meeting was adjourned at 7:39 p.m.

Open items for discussion at the 5/12/2020 meeting:

1. Chief Finkelstein: Fiber – Pending cost from the State
2. Chairman Dagle: Furniture Inventory Project – Items 6 & 7 remain open until decision is required
3. Chairman Dagle: New Legal Line Item: Cost Estimate
4. Chairman Dagle: Further discussion on Addition of Commissioning Agent
5. Chairman Dagle: Tally of Total Project Costs
6. Chairman Dagle: Pending Questions from Camille Alberti

Respectfully submitted,

A handwritten signature in black ink that reads "Julie C. Wilson".

Julie C. Wilson  
Recording Secretary

Town of East Lyme	Date:	2/10/2020 Rev 5/6/2020
East Lyme Public Safety Building	Job No.:	19,087
277 West Main Street		
Niantic, Connecticut 06357		
OPINION OF PROBABLE COST		
Total Project Cost Estimate		
	Noble	
Base Bid Construction Cost Estimate	\$ 3,081,750	
Hazardous Materials Abatement	Part of GC Base Bid	\$ -
Furnishings	Allowance	\$ 30,500
Relocation Cost (Furniture Moving)	Allowance	\$ 10,000
A/E Contract Design and Bid Base Services		\$ 85,100
A/E Contract Add Alternate Allowances		\$ 26,600
A/E Furniture Inventory & MM Sevices (Tasks 1-5)		\$ 22,248
Environmental Engineer Services		\$ 6,028
Bid Legal Notices	Allowance	\$ 1,000
Town Legal Review	Allowance	\$ -
Clerk of the Works (40 wks x 35 hrs x \$35)	Allowance	\$ 50,000
Connect to Public Water	Allowance	\$ 40,375
Comissioning Agent	Allowance	\$ -
Materials Testing	Allowance	\$ 6,000
Zoning Application Fee		\$ -
Building Permit Fee (May be waived)	\$10.00 per \$1,000	\$ -
State Education Fee	\$0.26 per \$1,000	\$ 801
Owners Contingency (% of Base Bid)	10%	\$ 308,175
Communications Equipment	Allowance	\$ 500,000
Building Procurement		\$ 2,789,937
Base Bid Grand Total	\$ 6,958,514	
Deduct Alternate 1 (Eliminate Detention and Sally Port from Base Bid)		\$ 734,000
Reduction in Building Permit Fee (May be waived)	\$10.00 per \$1,000	\$ 7,340
Reduction in State Education Fee	\$0.26 per \$1,000	\$ 194
Reduction of Materials Testing	Allowance	\$ 3,000
Reduction in Owners Contingency (% of Deduct Alternate 1)	8%	\$ 58,720
Deduct Alternate 1 Grand Total	\$ 803,251	
Add Alternate 1 (Add Elevator and Equipment to Base Bid)		\$ 198,000
Building Permit Fee (May be waived)	\$10.00 per \$1,000	\$ -
State Education Fee	\$0.26 per \$1,000	\$ 51
Materials Testing	Allowance	\$ 3,000
Owners Contingency (% of Add Alternate 1)	0%	\$ -
Add Alternate 1 Grand Total	\$ 201,051	
	SILVER/PETRUCELLI + ASSOCIATES Architects / Engineers / Interior Designers 3190 Whitney Avenue, Hamden, CT 06518 Tel: 203 230 9007 Fax: 203 230 8247 <a href="http://www.silverpetrucci.com">www.silverpetrucci.com</a>	Total Project Cost \$ 7,159,566