

DRAFT
TOWN OF MONTVILLE
PUBLIC SAFETY BUILDING COMMITTEE

Special Meeting
Thursday, February 10, 2011 at 6:00 p.m.
Montville Town Hall, Room 203

1. Call to Order.

Vice-chair William Bucko called the meeting to order at 6:05 p.m.

2. Roll Call.

The following were present: William Bucko, Lt. Leonard Bunnell, Ray Coggeshall, Sgt. Michael Collins, Dave Jetmore, Jon Leonard, Paul Lewis, and John MacNeil. Also present were architect David King of Kaestle Boos Associates, Inc. (“KBA”), Town Planner Marcia Vlaun, Attorney Ronald Ochsner and Town Liaison Donna Jacobson. Chris Ida and Jack Platt were absent.

3. Pledge of Allegiance.

4. Remarks by the Public Relating to Agenda Items (three-minute limit).-----None

5. Approval of Minutes—January 27, 2011.

Motion: That the Committee approves the minutes for January 27, 2011, as written.

Proposed by: Lenny Bunnell

Seconded by: Jon Leonard

Vote: Carried unanimously

6. Correspondence.-----None

7. Town Planner’s Report.

M. Vlaun reported the following:

- Reported that she had a meeting with the DCDD regarding \$700,000 grant with the State and it went well. She said there will be no problem with dividing construction and soft costs. The grant will be used toward construction costs and the State will allow the Committee to go out for prequalification for a contractor. The steps for the same include 1) bidding for State program (Handout #1—Bidding Procedure for State Programs)and 2)a construction RFP will got out to bid and only those contractors who attend pre-qualification will be considered for the project. The RFP will be posted in newspapers and posted with construction magazines, et al. (Handout #2—AIA Document A305—Contractor’s Qualification Statement)
- Had a networking/communications meeting on February 8th with the Town IT person and Ben Monroe of Kaestle Boos. Questions remain regarding security and location of cameras. A meeting with L. Bunnell will occur on February 15, 2011.
- Handout #3—Furniture plan—Ben Monroe/KBA--distributed to the Committee.
- Handout #4—Memorandum on security--Ben Monroe/KBA—distributed to Committee.

8. Old Business.

- a. Discussion on matters referred to Town Attorney.**

Attorney Ochsner reported the following:

- He has been working with the Transmission Tower sub-Committee preparing the RFP. An aggressive advertising schedule has been established with bids due by mid-March 2011. The RFP is detailed in scope and requires vendors to provide significant information. He asked for input from the Committee regarding the schedule, spoke about a State entity where vendors can request RFP's directly; and commented on magazines where the RFP can be posted.
- The sub-Committee made a decision on the tower configuration and height with a proposed height of 150 feet or no higher than 180 feet for a potential regional dispatch given the vicinity, a residential/commercial area.
- He attended the DCDD meeting regarding the \$700,000 grant and stated that once appropriation has been made the State will appoint an attorney to work with him.

Motion: **That the Committee accepts the report given by Attorney Ochsner regarding the proposed specifications for the transmission tower.**

Proposed by: John MacNeil

Seconded by: Dave Jetmore

Vote: Carried unanimously

b. Discussion on hiring a general contractor, construction manager, or clerk of the works.

B. Bucko distributed a memorandum that clarifies the basis for the hiring of an owner's representative for the public safety building project. (Handout #5—Open Email Memo) He asked the Committee to review the memo for discussion at its next meeting.

Motion: **That the Committee review the guidelines for owner's representative prepared by Bill Bucko for discussion at the February 24, 2011, meeting.**

Proposed by: Bill Bucko

Seconded by: Dave Jetmore

Vote: Carried unanimously

M. Vlaun also distributed to the Committee a letter from consultant Mike Fortuna the differences between a general contractor, construction manager, or clerk of the works or owner's representative. (Handout #6—Letter from Michael Fortuna/TLB Architecture, LLC)

c. Report from sub-committee on communications tower.

L. Bunnell confirmed Attorney Ochsner's earlier report on the communications tower. He handed out the minutes from the sub-Committee meeting. (Handout #7-sub-Committee February 2, 2011, Minutes) L. Bunnell spoke about an informational meeting for vendors. P. Lewis initiated discussion about having the RFP advertised to reach a wider pool of vendors. The aim is to get the information out to the most qualified vendors, have them digest it, and come to the informational meeting with their questions. Attorney Ochsner suggested that the RFP is delayed for advertising until the first week in April 2011. It was suggested that the informational meeting be held on April 6, 2011, and the submission/return of proposal date on April 20, 2011, by 5 p.m. It was agreed that R. Occhialini should chair the informational meeting. L. Bunnell will check with R. Occhialini regarding the same

D. Jacobson questioned what would happen if the regional dispatch center does not happen. J. Leonard responded as to the basis for the 180 feet tower and added that the Town would be looking for assistance from interested towns. Attorney Ochsner commented that if the plan falls through adjustments can be made to the height of the tower. When the final draft of the

RFP for the communications tower is complete, Attorney Ochsner will send it to the Committee for their review.

Motion: That the Committee will review the draft RFP for the communications tower.

Proposed by: Paul Lewis

Seconded by: Ray Coggeshall

Vote: Carried unanimously

d. Discussion on name for public safety building.

Motion: That the Committee tables discussion of a name for the public safety building.

Proposed by: Paul Lewis

Seconded by: John MacNeil

Vote: Carried unanimously

e. Vote on update floor plan.

D. King gave the Committee revisions to floor plan from July 6, 2010 – February 7, 2011. (Handout #8—Summary Plan of Changes 7/6/10 – 2/7/11) The Committee also received a revised site estimate that includes design development plan revisions and the current storm water management system. (Handout #9—Site Detailed Estimate- February 7, 2011) (Handout #10—Site Plan) B. Bucko said that he met with J. Platt on 2/7/11 and got his input and his vote on these documents. (D. Jacobson noted that proxy votes are noted permissible.)

D. King reported that he met with L. Bunnell and his staff and had made a written summary with two plans—the initial plan as of July 6, 2010 and a second plan after subsequent meetings, as of February 7, 2011.

Per the Summary of Plan Changes (Handout #8) the Committee discussed and voted on the same as follows:

1. Dispatch/Sergeants/Youth DARE Office.

Motion: That the Committee approves Items 1A and 1B of the Summary of Plan Changes dated February 10, 2011, for the Public Safety Facility, as presented by KBA.

Proposed by: Paul Lewis

Seconded by: John MacNeil

Vote: Carried unanimously

Motion: That the Committee disapproves Item 1C of the Summary of Plan Changes dated February 10, 2011, for the Public Safety Facility, as presented by KBA.

Proposed by: Paul Lewis

Seconded by: John MacNeil

Vote: Carried unanimously

2. Detention

L. Bunnell explained his rationale for increasing the number of adult cells and decreasing juvenile cells stating the ultimate goal is to have adequate cells for future needs. M. Collins explained that an inadequate number of cells would create a liability factor—cannot double up detainees. D. King described the floor plan for a cell. Additional cells will incur more

costs, \$90,000. M. Vlaun expressed concern regarding public perception and what was voted upon. Further discussion involved the eventual end of the Resident Trooper Program, relocation of prisoners due to lack of space and use of adult cells for juveniles when unoccupied by adults.

Motion: That the Committee approves Items 2A and 2C of the Summary Plan of Changes reverted to the July 6, 2010, layout, for the Public Safety Facility, as presented by KBA.

Proposed by: Paul Lewis

Seconded by: John MacNeil

Vote: Carried 5-2, opposed L. Bunnell and R. Coggeshall

Motion: That the Committee approves Item 2B with necessary changes per the Summary Plan of Changes dated February 10, 2011 for the Public Safety Facility, as presented by KBA.

Proposed by: Paul Lewis

Seconded by: John MacNeil

Vote: Carried unanimously

Motion: That the Committee approves the removal of all male/female labels from cells and the interview/matron room and replace with numbered labels.

Proposed by: Paul Lewis

Seconded by: John MacNeil

Vote: Carried unanimously

Motion: That the Committee approves Items 3, 4, 5, 6 and 7 of the Summary of Plan Changes dated February 10, 2011 for the Public Building Facility, as presented by KBA.

Proposed by: Paul Lewis

Seconded by: John MacNeil

Vote: Carried unanimously

f. Discussion and overview of site plan.

D. King stated that the drawings have been submitted to Planning & Zoning and the site estimate has been revised. M. Vlaun concurred with the same. She added that work continues with the utilities regarding relocation of utility poles—some are AT&T and others CL&P. Also, R. Occhialini will meet with the State next week regarding a dedicated 911. The traffic engineer is assessing the entrance to the site and changing the flashing light. M. Vlaun gave kudos to the Jim Sperry and Bob Schuch of KBA. She added that the town engineer has reviewed the water quality and drainage for the site.

9. New Business.

a. Workshop with project architect—Kaestle Boos.

D. King referenced the furniture layout handed out earlier. J. Leonard voiced his concerns about the direction in which the men's and women's restroom doors near the dispatch area. He also requested an exit door from the dispatch area and the removal of a door and window between the patrol sergeant area and the communication center. The same was discussed by the Committee and D. King stated that the changes can be made.

b. Report from Fire Marshal Ray Occhialini on Regional Dispatch Committee.

R. Occhialini was absent from the meeting. J. Leonard added that R. Occhialini visited Tolland today to view its regional dispatch office and that he would defer to him for a report on the same.

c. Review of communication tower RFP.

This item was discussed earlier in the agenda.

10. Approval of bills. -----None

11. Remarks by the Public (three-minute limit). -----None

12. Remarks by Committee members.

L. Bunnell commented that his goal is to be prepared for State mandates and not to start and organized police department. J. MacNeil concurred that the proposed building goes a long way toward accomplishing that task.

13. Remarks by Town Council Liaison.

D. Jacobson thanked everyone for “keeping the taxpayers in mind and an eye toward the future.”

14. Adjournment.

Motion: That the meeting is adjourned.

Proposed by: Bill Bucko

Seconded by: John MacNeil

Vote: Carried unanimously

The meeting adjourned at 7:54 p.m.

Respectfully submitted by,

William Bucko, Vice-chair
Gloria J. Gathers, Minutes Clerk