

**DRAFT**  
**TOWN OF MONTVILLE**  
**PUBLIC SAFETY BUILDING COMMITTEE**

**Meeting**  
**Thursday, February 24, 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 6:02 p.m.

**2. Roll Call.**

The following were present: William Bucko, Lt. Leonard Bunnell, Sgt. Michael Collins, Chris Ida, Dave Jetmore, Jon Leonard, Paul Lewis, and John MacNeil. Also present were architect David King of Kaestle Boos Associates, Inc. ("KBA"), Attorney Ronald Ochsner and Fire Marshal Ray Occhialini. Ray Coggeshall and Jack Platt were absent.

**3. Pledge of Allegiance.**

**Motion:**               **That the Committee adds to the Agenda, New Business, Item F: Discuss and act upon the matter of counsel for the Committee and forwards recommendation to Town Council.**

**Proposed by:**       Lenny Bunnell

**Seconded by:**      Paul Lewis

**Vote:**                 Carried unanimously

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

**5. Approval of Minutes—February 10, 2011.**

**Motion:**               **That the Committee approves the minutes of February 10, 2011, as written.**

**Proposed by:**       Paul Lewis

**Seconded by:**      Lenny Bunnell

**Vote:**                 Carried unanimously

**6. Correspondence.-----None**

**7. Town Planner's Report.-----None**

**Item F, New Business. (moved up on Agenda without objection)**

**Motion:**               **That the Committee retains Attorney Ron Ochsner as counsel for the Committee and forwards said retention to Town Council for consideration.**

**Proposed by:**       Lenny Bunnell

**Seconded by:**      John MacNeil

**Vote:**                 Carried unanimously

Per discussion of the motion, L. Bunnell said he "does not want to change horses in midstream" adding that Attorney Ochsner has given good advice and counsel to the Committee. J. MacNeil commented that changing counsel at this juncture would be a setback for the Committee. P. Lewis added that Attorney Ochsner's experience is critical to the

communication tower matter. L Bunnell suggested that some Committee members attend the next Town Council meeting in support of the motion. Attorney Ochsner stated that he understood that a conflict of interest was a factor initially in the Town Attorney's involvement with the Committee.

**Motion:** That the Committee forwards to the Committee Liaison Donna Jacobson the decision by the Committee to retain Attorney Ochsner and have her add the item to Town Council meeting agenda for March 2, 2011.

**Proposed by:** Lenny Bunnell

**Seconded by:** Paul Lewis

**Vote:** Carried unanimously

L. Bunnell will forward the same to the Committee Liaison.

**8. Old Business.**

**a. Report from Fire Marshal Ray Occhialini on Regional Dispatch Committee.**

R. Occhialini reported that he went to the State last week to discuss moving 911 from Galvin Lane to the public safety building on Route 32. He said the cost to move the fiber optics is estimated at \$37,000. He also said that the State 911 bid was way over budget and will be rebid and that Montville would not get equipment until January 2012. R. Occhialini added that the cost for AT&T to move their equipment is estimated at \$7,000. All this information will be forwarded to the Town Planner and D. King. He concluded that the State will send him information on the regional dispatch authorities. Also, he also notified the Committee that he may not be able to attend every meeting although he is on the agenda.

**Motion:** That the Committee accepts the report of Fire Marshal Ray Occhialini.

**Proposed by:** Paul Lewis

**Seconded by:** Lenny Bunnell

**Vote:** Carried unanimously

**b. Discussion on matters referred to Town Attorney.**

Attorney Ochsner reported that the application for grant funds to the Department of Economic Opportunities was received and filed. He said that he had not yet heard about closing but once he has the funds, \$700,000, will be transferred to the Town.

**Motion:** That the Committee accepts the report given by Attorney Ron Ochsner

**Proposed by:** Paul Lewis

**Seconded by:** Jon Leonard

**Vote:** Carried unanimously

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

B. Bucko asked the Committee if they had reviewed his memorandum distributed at the last meeting that clarifies the basis for the hiring of an owner's representative/Clerk of the Works ("CW") for the public safety building project. The Committee discussed the pros and cons of for hiring an owner's representative as follows:

1. Should the Committee take a "wait and see" approach (L. Bunnell)

2. Hire representative “sooner rather than later” as he/she will save money for the project (M. Collins)
3. The problems associated with the recent school renovation project versus the Tyl Middle school project (R. Occhialini)
4. General contractor versus owner’s representative based upon experience in the construction field (P. Lewis)
5. Concern about self-generating work and feels a general contractor would prevent cost overruns (C. Ida)
6. Break ground for project first of June--project out to bid in May—would need time to interview and hire a clerk/general contractor/construction manager (D. King)
7. Position of Clerk of the Works would not initially be full-time and the Committee would be able to meter when the CW would be needed; cost for full-time CW potentially \$70,000 (D. King.)

**Motion:** That the Committee holds a special meeting at 6 p.m. on March 10, 2011, to decide on the means for delivery of construction and to discuss Clerk of the Works, contingent on the Chair and Town Planner being present.

**Proposed by:** Paul Lewis

**Seconded by:** John MacNeil

**Vote:** Carried unanimously

**d. Report from sub-committee on communications tower.**

**Motion:** That Committee concurs there was no report given by the Communications Tower Sub-Committee.

**Proposed by:** Dave Jetmore

**Seconded by:** Jon Leonard

**Vote:** Carried unanimously

**e. 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:** Jon Leonard

**Vote:** Carried unanimously

**f. Discuss and act upon the matter of counsel for the Committee and forwards recommendation to Town Council.**

This item was moved up on the Agenda.

**9. New Business.**

**a. Workshop with project architect—Kaestle Boos.**

**(i.) Design elements.**

D. King reviewed the revisions to the interior design layout that the Committee voted on at its last meeting—1) cell layout/detention area, 2) removed male/female references on cells; 3) layout of communication room, 4) configuration of overlapping toilet doors; and 4) lockers. He stated that the session next week will be focused on 1) minor revisions in prisoner processing, 2) additional square feet in the break room and 3) door locks (pass sets versus retention sets) and cameras.

D. King also reported that the revised plans would be given to the Fire Marshal for review. A full set of design drawings and three (3) volumes of specifications will be housed in the Town Planner's office for the Committee's review. D. King also commented on emails sent to the Committee regarding the HVAC system for the building project that entails three (3) options and discussed in meetings. He said that Town officials were brought in to discuss maintenance and the additional costs associated with Option 2, recommended by Town officials. He also commented on the budget line item to pay for energy design and "green" items and the energy efficiency of the HVAC system.

**11. Remarks by the Public (three-minute limit). (This item was moved up without objection.)**

Rod McCully, president of the Police Union, demonstrated on the blackboards in Room 203, commented on design layouts as follows:

- Booking Area: overly complicated and adds costs to the project; potentially unsafe as there are a lot of places to cover that visually you cannot monitor. Proposal to have all functions moved mid-area.
- Eliminate shower and interview room for attorney in order to save money.
- Reconfigure locations of cells so area is as open as possible and reduce the number of cameras from 16 down to 8.
- Relocation of cameras in sally port to eliminate blind spot.
- Reduce the number of key card doors—cost for each is \$3,000.
- Internal traffic flow—there are heavily flowed areas with dead ends and rabbit holes.
- Personally feels that man locks are not needed and will add more cost to the project. (Description of man locks supplied by M. Collins)
- Request for table and chairs in break room.

**b. Review of updated floor plan.**

B. Bucko commented on the revisions proposed by R. McCully stating that none of these changes came up at meetings within the last month and that they would put pressure on D. King in completing the design phase of the project. Discussion by the Committee included the following:

- Juvenile cells cannot be in line of sight of adult prisoners; security was rational for man locks; sally port accommodates entrance/exits to patrol cars.
- Modifications regarding hazards of "nook and crannies" and other revisions—can they be modified and sent to Committee for review.
- Cost and rational for additional cells—potential police department; demise of Resident Trooper Program.
- Accelerated costs and possible cuts.
- Design Development Phase—completion of same means reconfiguring costs.
- Wood versus metal framing (metal is load bearing, i.e. holding up a roof).

**c. Review of communication tower RFP.**

Attorney Ochsner distributed to the Committee the current version of RFP (Handout #1) for the communication tower per discussions with the sub-committee. He reported on the following:

Major Components

- Erection of tower on Route 32—installation of tower coaxial cable—base compound unit for terminals from tower to building—remove antenna from existing tower on

Route 2A—relocate lines/cables to be retained and reinstalled on Route 32—will leave old one in place for 30 days.

RPF

- Will include description of projects, attachments, and illustrations.
- Specifications to include equipment requirements, antenna layout, base compound building.
- Vendor will manage cell antennas for possible revenue to Town to offset construction costs.

Timeline

- RFP goes out in the next 2-3 weeks—Informational Meeting and site visit in early April, April 13 is deadline for inquiries; April 20 is deadline for bids.
- April 30, 2012, fully operational tower (2-3 weeks before actual completion of building)

Advertisement

- Had bids from four (4) earlier vendors who were notified of the subsequent RFP and will be notified of the new one.
- Via the CT Department of Administration Services vendor sites, a subscribed service that is free to towns and municipalities and where bids and RFP's can be viewed online.
- List on Dodge Reports, a nationwide entity that provides information to potential vendors.
- Public Safety communication, trade journals, local newspapers.

Attorney Ochsner said all things have been addressed for a satisfactory tower that will be a separate contract from that of the actual building. He will have a final meeting with the sub-committee before the posting of the RFP. L. Bunnell asked the Committee to send their comments on the RFP to him and he will forward them. Attorney Ochsner also responded that 4-6 vendors are a good number. J. Leonard agreed to check on carriers in the area.

**Motion:**                   **That the Committee accepts the report given by Attorney Ron Ochsner.**  
**Proposed by:**       Paul Lewis  
**Seconded by:**       Chris Ida  
**Vote:**                   Carried unanimously

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

**11. Remarks by the Public (three-minute limit).**

This item was moved up on the Agenda.

**12. Remarks by Committee members.**

B. Bucko praised the parties in the design meetings he attended on February 10 and February 17, 2011. The Committee thanked B. Bucko for his email updates from those design meetings.

**13. Remarks by Town Council Liaison.-----None**

**14. Adjournment.**

**Motion:**                   **That the meeting is adjourned.**  
**Proposed by:**       John MacNeil

**Seconded by:** Paul Lewis

The meeting adjourned at 7:43 p.m.

Respectfully submitted by,

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