

**Town of Wallingford
Police Station Steering Committee
SPECIAL MEETING
Thursday July 18, 2024**

A Special Meeting of the Police Station Steering Committee was held on Thursday July 18, 2024 at 10:00 AM in the Collins Room at the Wallingford Public Library, 200 North Main Street, Wallingford, Connecticut. The meeting was called to order at 10:07 AM by Alison Kapushinski, Chairperson.

Committee Members in Attendance:

Rob Baltramaitis
Rich Heidgerd

Alison Kapushinski
Bill Wright

Others in Attendance:

Joe Vecellio – WPD
Jim Russo – JRR, LLC
Andrew Whitehouse – JHA

Dep. Chief Anthony DeMaio - WPD
Jeff Vosburgh – Downes Const.
Chief John Ventura (via Zoom)

AGENDA ITEMS:

1 Accept Minutes from June 13, 2024 Regular Meeting:

There was not a quorum of members having attended the June 13th meeting.

2 Public Comment:

There were no members from the public in attendance.

3 Update from Police Department

Deputy Chief DeMaio said that there are three (3) public bids for printers/ copiers, end user workstations and monitors/ smartboards that are currently being prepared. These bids are scheduled to be advertised Thursday July 25th and will require delivery by the selected vendors between August 15th and September 15th.

4 Update from Design Team

Andrew Whitehouse described the project progress to date which included placement of the binder course of pavement. Andrew described an area of the site where unsuitable materials were encountered in the pavement subgrade. Extra work to correct that issue was performed on a time and material basis and will need to be considered as a future change order.

5 Update from Owner's Representative

- Jim Russo described the anticipated upcoming project schedule in detail.
- Delivery of the FFE by the end of August/ beginning of September is critical to holding the scheduled opening date. Ideally delivery of desks will occur before the phone system work. While the phone vendor can do switch gear and punch downs, ideally desks will be delivered for phone placement.

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AT 4:40 PM AND RECEIVED BY
Kristen Pango (UE) TOWN CLERK

- Electrical primaries are being pulled today. At this time, the electrical switchgear is anticipated to arrive at the electrical contractors facility TODAY. Permanent power should be completed by August 6th and then building electronics can be completed. The project schedule has August 23rd as the completion date for work by Crown Castle, Frontier and CATV.
- Relocation of the evidence room is to begin September 6th and is anticipated to take 2 weeks. The building must be secure to host the evidence room. It is anticipated that the building will be “secure” and lockable by July 31st.
- Office files are anticipated to be relocated between September 20th and October 4th.
- The dispatch center is anticipated to be complete by August 1st and ready for desk console delivery and installation between August 19th and August 26th.
- The FFE consultant does not have delivery confirmation of many items. The team needs to check with the vendors including WB Mason and Insalco.

6. Update from Construction Manager

- Jeff Vosburgh gave a summary of the project financials as detailed in the July 18th Construction Managers Progress Report and a work schedule update.
- The stormwater detention basin modifications are scheduled to begin next week (July 21st) and take one week to complete.
- The final paving top course is anticipated to be installed during the week of August 12th.
- Installation of the electrical switchgear is anticipated to begin July 24th.
- Work completed to date includes the site utilities for electrical and the front entry masonry, which is substantially complete.
- Many work tasks are currently in progress and includes tiles in the front lobby.

7.a Discussion and Possible Action regarding Payment Applications/ Invoices

A motion was made by Bill Wright to APPROVE the following payment applications/invoices with the CONDITION that \$13,900.00 be utilized from Jacunski-Humes acoustical engineering allowance for extra work by the site engineer (Juliano @ \$8,950.00 for detention basin revision) and the mechanical engineer (IES @ \$4,950.00 for pre-action fire suppression in dispatch area):

Company Name	Invoice No.	Invoice Date	Payment Amount
Downes	0016	6/30/2024	\$ 865,389.92
JR Russo	20	6/30/2024	\$ 5,163.75
Jacunski-Humes	24190	7/1/2024	\$ 9,800.00
Jacunski-Humes	24135	5/15/2024	\$ 8,950.00
Jacunski-Humes	24134	5/15/2024	\$ 4,950.00
Total Communications	134901	7/10/2024	\$ 19,185.66
Motorola Solutions	1187126114	7/3/2024	\$ 625,731.60
Inner Space Systems	262	6/17/024	\$ 103,500.00

The motion was seconded by Rich Heidgerd. The vote was UNANIMOUS to conditionally approve the motion with Baltramaitis, Heidgerd, Kapushinski and Wright voting.

7.b. Discussion and Possible Action regarding Change Orders

Proposed Change Order to Vancord

There was discussion on a proposed change order to the services by Vancord. This order will provide four additional switches to accommodate additional data lines being installed. Presently each workstation/ desk will have two data lines and punch downs. These additional switches will allow these redundant data lines to be connected, TESTED and provide future data capacity.

A motion was made by Rob Baltramaitis to approve a Proposed Change Order to Vancord per Quote #15856 in the amount of \$42,556.66. The motion was seconded by Rich Heidgerd. The vote was UNANIMOUS to approve the motion with Baltramaitis, Heidgerd, Kapushinski and Wright voting.

Proposed Change Order #277

There was discussion on a proposed change order to install window film on the interior of all exterior glass. This was described by Chief Ventura as a safety enhancement for the officers. During daytime hours, the film will provide a mirror-like privacy appearance. During evening hours, the interior lighting will likely require use of the internal window shades being installed under the project.

A motion was made by Rich Heidgerd to approve Proposed Change Order #277 in the amount of \$36,021.52. The motion was seconded by Bill Wright. The vote was UNANIMOUS to approve the motion with Baltramaitis, Heidgerd, Kapushinski and Wright voting.

Bill Wright excused himself from the meeting at 11:17 AM.

Proposed Change Order #241

There was discussion on a proposed change order for the installation of a road sign (Police Department Identification) along Barnes Road. The current value is \$102,326.42. This sign would also include a variable message screen. The exorbitant cost was not well received by the Committee. Chief Ventura agreed that they could do without the variable message portion of the sign, especially considering the low traffic volumes along Barnes Road.

Other police department signs that have been recently installed were discussed. Recent installations include departments in Oxford and West haven. Those signs were installed in the \$40k-50k range. The design team will look into these samples to develop a specification for Wallingfords sign. The sign is not included in the base bid package although installation of power and communications to the sign location is.

7.c. Discussion and Possible Action regarding RFI's/ Submittals

There was no discussion on this item

8. Committee Member Updates

Alison Kapushinski gave an overview of total project finances including a recent update from the Towns Finance Department regarding other project costs associated with the real estate closing and project bonding.

A motion was made by Rich Heidgerd to adjourn the meeting at 11:42 AM. The motion was seconded by Rob Baltramaitis. The vote was UNANIMOUS to adjourn the meeting with Baltramaitis, Heidgerd and Kapushinski voting.

Prepared by:

Robert Baltramaitis

Robert Baltramaitis, Committee Member