

**Wallingford Police Station Steering Committee**  
**MINUTES OF THE REGULAR MEETING**

CORRECTED

Thursday November 14, 2024  
Wallingford Public Library  
200 North Main Street  
Collins Room, Lower Level

**Attendees:**

**Steering Committee:** Alison Kapushinski, Richard Heidgerd and Jon Walworth

**Other Attendees:** John Ventura, Chief and Anthony DeMaio, Deputy Chief; Andrew Whitehouse, Jacunski Humes Architects; Jeff Vosburgh, Downes Construction; Jim Russo, OCR.

Meeting called to order at 10:04

1. Motion to Accept Minutes from October 10, 2024 Regular Meeting:

- 1<sup>st</sup>: RH                      2<sup>nd</sup>: JW
- Aye: Unanimous

2. Motion to Accept Proposed 2025 Meeting Schedule: (ATTACHMENT A)

- 1<sup>st</sup>: JW                      2<sup>nd</sup>: RH
- Aye: Unanimous

3. Public Comment

None

4. Update from Police Department

Tabled to after Item 8.

5. Update from Design Team – Jacunski Humes

The Punch List review is complete except for the sallyport. FF&E complete except for a few bookcases, table tops and admin. conference room table, overhead storage doors and a damaged rack. Remaining Accreditation and Operations items are underway and will be refined by the WPD as that process proceeds over time.

6. Update from Owner's Representative – Russo

Jim distributed a tentative project schedule as a guide. Discussion ensued on the major steps remaining to obtain a CO, install and program phones, complete 911 install and appurtenances, and begin occupancy by December 10 of this year.

7. Update from Construction Manager – Downes

The monthly CM Progress Report was distributed (ATTACHMENT B). Discussion continued on the several items that must be completed as mentioned above as well as the Booking Room, Cells and Corridors. Of the 1,600 +/- initial items, about 20% remain although most are duplicative (i.e. minor paint or caulk items).

RECEIVED FOR RECORD

AT

12/13/24  
9:25 am

AND RECEIVED BY

*Kristen Ramo* (16) TOWN CLERK

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8. Discussion and possible action regarding Invoices, Change Orders and RFI's:  
Payment Applications/Invoices

Motion to approve the following invoices and requisitions:

Company Name	Invoice No.	Invoice Date	Payment Amt
Insalco	11240	9/17/2024	\$ 71,472.00
Insalco	11241	9/19/2024	\$ 8,535.00
Insalco	11243	9/18/2024	\$ 17,296.00
Silver's Solar Solutions LLC	4691	10/23/2024	\$ 17,500.00
WB Mason	249563973	10/2/2024	\$ 40.93
WB Mason	249435048	9/26/2024	\$ 322.90
WB Mason	249456798	9/27/2024	\$ 368.40
WB Mason	249335511	9/23/2024	\$172,044.80
Strategic Spaces	4219-1-WL	10/1/2024	\$ 5,411.23
Amazon Business	1Fcc-YN3H-GQM7	10/21/2024	\$ 319.80
Amazon Business	1XXG-HXFN-GG7F	10/20/2024	\$ 319.65
Amazon Business	1LQJ-61CP-37JY	10/24/2024	\$ 1,172.05
Zones	K23100230102	9/20/2024	\$ 12,323.44
Zones	K30110340101	9/25/2024	\$ 1,196.85
Tuxis Ohrs	424002	10/21/2024	\$ 3,599.30
Tuxis Ohrs	424603	10/25/2024	\$ 3,346.89
Y&S Technologies	15639	10/28/2024	\$149,796.78
Wallingford Electric Division	N/A	8/21/2024	\$ 630.00
Special Testing Laboratories, Inc.	37501R4	5/31/2023	\$ 3,751.45
Special Testing Laboratories, Inc.	37595RRR	6/30/2023	\$ 9,547.85
Special Testing Laboratories, Inc.	37715RR	7/31/2023	\$ 4,347.25
Special Testing Laboratories, Inc.	37802RR	8/31/2023	\$ 9,109.14
Special Testing Laboratories, Inc.	37924RR	9/30/2023	\$ 6,032.97
Special Testing Laboratories, Inc.	38097RR	10/31/2023	\$ 5,051.20
Special Testing Laboratories, Inc.	39001RR	11/30/2023	\$ 3,061.00
Special Testing Laboratories, Inc.	39010RR	12/31/2023	\$ 3,880.00
Special Testing Laboratories, Inc.	38220R	1/31/2024	\$ 5,794.88
Special Testing Laboratories, Inc.	38284R	2/29/2024	\$ 2,040.00
Special Testing Laboratories, Inc.	38348R	3/31/2024	\$ 3,450.00
Special Testing Laboratories, Inc.	38410	4/30/2024	\$ 2,237.50
Special Testing Laboratories, Inc.	38468R	5/31/2024	\$ 4,352.77
Special Testing Laboratories, Inc.	38483	6/30/2024	\$ 4,211.58
Special Testing Laboratories, Inc.	38607	7/31/2024	\$ 3,925.67
Special Testing Laboratories, Inc.	38710	8/31/2024	\$ 1,460.00
Special Testing Laboratories, Inc.	38833	9/30/2024	\$ 1,412.25
Special Testing Laboratories, Inc.	38833	10/31/2024	\$ 810.00
JR Russo LLC	24	10/31/2024	\$ 5,197.50
Downes Construction Company	020	10/31/2024	\$ 318,521.85

Discussion: Alison provided background information on these items.

- 1<sup>st</sup>: JW                      2<sup>nd</sup>: RH
- Aye: Unanimous

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4. Update from Police Department (reconvened)

A number of custodial and punch list items were discussed in detail with Q&A ranging from various light switches, dimmers and thermostat operation to FF&E, operations and maintenance manuals, electronic as-built plans and staging for move-in.

9. Committee Member Updates

Alison presented an update on the Owners Contingency and Project Cost Summary.

10. Other business

None

Motion to adjourn made at 11:55 AM:

- 1<sup>st</sup>: RH 2<sup>nd</sup>: JW
- Aye: Unanimous