

# Wallingford Police Station Steering Committee Minutes

## REGULAR MEETING

Thursday January 9, 2025 @ 10AM

Wallingford Public Library

200 North Main Street

Collins Room, Lower Level

Committee Members in attendance: Alison Kapushinski, Bill Wright, Jon Walworth, Rich Heidgerd

Other attendees: Jeff Vosburgh, Downes Construction; Andrew Whitehouse, Jacunski Humes; Jim Russo, JR Russo LLC; Police Chief John Ventura; Deputy Chief Anthony DeMaio; Joe Vecellio PD IT Administrator

**Kapushinski called the meeting to order at 10:09**

### Agenda Items

1. Accept minutes from December 12, 2024 Regular Meeting
  - a. Motion to accept minutes from December 12, 2024 Regular Meeting was made by Heidgerd, Second by Walworth. The motion was unanimously approved.
2. Public Comment – None.
3. Update from Police Department
  - a. DC DeMaio gave an overview of coordination that is on-going with Downes and their subcontractors. There was discussion about how to relocate the shelving units in the sign shop. There was a discussion about HVAC controls throughout the building. There's an on-site meeting scheduled for later today to discuss the HVAC with all subcontractors and the design team.
4. Update from Design Team
  - a. Andrew Whitehouse reported that close-out and punch list are on-going. Tasks are wrapping up.
5. Update from Owner's Representative
  - a. Jim Russo agreed that the punch list items are winding down.
6. Update from Construction Manager
  - a. Jeff Vosburgh presented the attached summary. PD asked about warranties. Warranties are generally required to be provided for 18 months, through June 2026.
7. Discussion and possible action regarding:
  - a. Payment Applications/Invoices

RECEIVED FOR RECORD  
AT 4:00 PM  
AND RECEIVED BY  
Kristen Longo (LG) TOWN CLERK

- i. A motion was made to approve the following invoices and requisitions by Wright and seconded by Heidgerd. The motion was unanimously approved.

Company Name	Invoice No.	Invoice Date	Payment Amt
Insalco	11346	11/25/2024	\$ 189,129.98
Insalco	11249	9/30/2024	\$ 13,726.00
Nexgen	6066	12/19/2024	\$ 3,800.00
Special Testing Laboratories	38893	11/30/2024	\$ 840.00
B&H Photo-Video	229693996	12/05/2024	\$ 2,288.25
JH Architects	25008	1/2/2025	\$ 4,995.00
JR Russo LLC	26	12/31/2024	\$ 2,700.00
Downes	022	12/31/2024	\$ 476,981.22

b. Change Orders

- i. A motion was made by Wright and seconded by Heidgerd to approve PCO #260 in the amount of \$169,695.00 funded from Construction Contingency for General Conditions Reconciliation. The motion was unanimously approved.
1. It was discussed this Change Order has been tracked by Downes for several months as additional staffing hours were needed due to the delay of the switchgear. This has been tracked against their projected CM Contingency in their finance reports for several months.
- ii. A motion was made by Walworth and seconded by Heidgerd to approve PCO #415 in the amount of \$19,850.96 funded from Construction Contingency for final allowance reconciliation. The motion was unanimously approved.

c. Requests for Information/Submittals – None.

8. Committee Member Updates

- a. Kapushinski gave an overview of the budget.

9. Other business – None.

Motion to adjourn at 11:07 made by Heidgerd, seconded by Walworth. The motion was unanimously approved.

Submitted by: Alison Kapushinski, Chair



WWW.DOWNESCO.COM

P.O. Box 727  
200 Stanley Street  
New Britain, CT 06050  
office 860.229.3755  
fax 860.225.3617

January 9th, 2025

Town of Wallingford, CT  
Additions & Renovations to 100 Barnes Road

**Subject: Downes Construction Managers Progress Report**

**1. Project Update**

**A. Project Financial Summary**

Original GMP	\$ 28,011,720.90
Approved Proposed Change Orders	<u>\$ 1,998,406.05</u>
Total Revised GMP	\$ 29,010,126.95
Pending/Approximate Change Order Requests	<u>\$ 91,479.96</u>
<b>Total Anticipated GMP</b>	<b>\$ 30,101,606.91</b>
Construction Manager's Construction Contingency	\$ 1,315,474.81 included in above/GMP
Approved PCOs	<u>\$ 1,092,408.05</u>
Pending PCOs	<u>\$ 189,545.96</u>
<b>Remaining CM Contingency</b>	<b>\$ 33,520.80</b>
Construction Manager's Allowance Totals	\$ 1,246,649.91 included in above/GMP
Actual Expenditures	<u>\$ 1,251,165.75</u>
Projected Expenditures	<u>\$ 0.00</u>
<b>Remaining CM Allowance</b>	<b>0.00</b>

**2. Schedule Update****I.) Work Completed**

- Road Sign Masonry
- PD Network Server Install
- Radio Equipment Install
- 911 Switchover/PD Move-in

**II.) Work In Progress**

- Punch List Verification
- PD Network Server Install
- Radio Equipment Install
- 911 Switchover/PD Move-in

**III.) Work to Begin**

- Day 2 Items
- Corner Guard Extensions
- Road Sign Signage Install

**3. Critical Items / Items for Discussion / ROM PCOs**

- None.

**4. PCOs Approved Since Last Meeting/Special Meeting Approvals (No Action Required – Less than \$15,000.00)**

- PCO #333B – Bond Cost Reconciliation BP #5.1, #22.1 & #31.1 – Out of Scope - \$12,847.85
- PCO #408 – Additional Floor Cleaning/Re-Cleaning – In Scope - \$7,471.59
- PCO #411 – Integrated Technology Misc Items – In Scope - \$4,798.60
- PCO #413 – TCO GFI Outlet Added – Out of Scope - \$846.00
- PCO #414 – Relocate T-Stat in H7i – Out of Scope - \$334.95
- PCO #416 – Misc Electrical Items – In Scope - \$2,851.00
- PCO #417 – Credit Expedited Shipping – Out of Scope – (\$5,264.00)

**Summary**

- Owner Contingency Overall Change \$8,764.80
- CM Contingency Overall Change \$15,121.19

**5. PCOs Requiring Approval (Action Required – Greater than \$15,000.00)****PCO Approvals**

- PCO #260 – Reconciliation of CM Staffing Due to Schedule Delays – In Scope - \$169,695.00
- PCO #415 – Final Reconciliation of Trade Contractor Allowances – In Scope - \$19,850.96

**6. Order of Magnitude/Pending Revisions – Action/Discussion Required**

- None.



**DOWNES CONSTRUCTION COMPANY**

**7. Requisition Approvals**

a. December 2024 AIA Payment Application #22 = \$476,981.22