

Wallingford Police Station Steering Committee Minutes Special Minutes

**Thursday, June 10, 2021 @ 10AM
Town Hall, 45 South Main Street
Room 315**

PRESENT: Alison Kapuchinski, Town Engineer, Steering Committee Chair, Vincent Cervoni, Town Council Chairman, Michael Colavolpe, Police Captain, Richard Heidgerd, Retired Fire Chief, Robert Baltramaitis, Public Works Director, Jon Walworth, Walt Szymanski, Wallingford Electric Division, Donald Mauritz, Wallingford Electric Division, Beth Dighello, Recording Secretary

1. Call to Order

The meeting was called to order at 10:09 a.m.

Agenda Items

2. Approve/Accept minutes from the May 13, 2021 Special Meeting

A motion was made to approve the meeting minutes from the May 13, 2021 Special Meeting

Made by: Mr. Heidgerd

Seconded by: Councilman Cervoni

Votes: 3 Ayes

3. Update on purchase of 100 Barnes Road

The timeframe to close on the property will be August at the latest. The environmental specialist's investigation was clean. There will not be a phase II. Attorney Small would like to move up the closing date and will advise the committee of a final date.

4. Discussion regarding form of project delivery (Design-Bid-Build vs. Design + CM)

Ms. Kapuchinski stated that the Mayor and the Law Department will be involved in the project delivery decision. They met internally and are open to learning more about the options. There have been no projects of this scale in recent years. The Law Department will schedule a meeting with Attorney Jeffrey Donofrio who has experience with large scale projects. We may be looking to hire Attorney Donofrio to write the contract.

5. Discussion regarding Bid Specifications for hiring an Architectural Design Consultant

Ms. Kapuchinski distributed a draft of the bid specs that Mr. Walworth put together. It is for the committee's review and will not be finalized at this meeting. Mr. Walworth is looking for comments on any wording or additions to the architect's description of the project. He would like more discussion on the firing range and zoning regulations. Ms. Kapuchinski will find out if these issues should be answered before the architect is hired or if the architect will take care of it. There was discussion on how many previous police department projects should be required for bidders. Mr. Walworth stated that he would check the marketplace to determine the appropriate number to be required.

The Committee was asked to review the draft bid specs and email any questions or comments to Mr. Walworth.

6. Discussion regarding turnover of utilities and maintenance responsibilities once 100 Barnes Road is owned by the Town

There was discussion about the possibility of using solar energy at the property. Mr. Szymanski asked if the existing footprint of the building will be increased. He stated that under the energy efficiency program, renovation of the existing building would qualify for the incentives. New construction would not be covered. The design specs from the solar developer would need to be submitted to the Electric Division to determine eligibility. Mr. Szymanski said it is important to size it appropriately for the facility so that it is cost effective. It needs to be determined if the electricity will be stored or for immediate consumption. A consultant needs to be hired. The Committee needs to decide if it should be included in the bid specifications. The question was raised whether there should be two separate bids, one for the architect and the other for a feasibility study. Ms. Kapuchinski asked if Chief Wright would check with Jacunski Humes to see how it is usually handled. She would also like to know about the estimated length of the design phase.

Ms. Kapuchinski distributed a list of current property caretakers, along with a memo from Mr. Baltramaitis regarding the condition of the roof. Mr. Baltramaitis stated that Public Works will be unable to take on the responsibility of building maintenance. The Police Department will need to budget for property management. It was stated that until the move, two buildings will need to be maintained. The Police Department will need to budget for both. There was discussion about whether to use the Town's vendors or the building's existing vendors. Mr. Baltramaitis will discuss this further with Chief Wright.

Mr. Baltramaitis updated the Committee on the condition of the roof. He stated that it is in good condition and should not need any big capital investment for the next 10-20 years. He suggested we ask for any transferrable warranties as part of the closing procedure.

7. Discussion regarding proposed project schedule

There was discussion of what would be a reasonable timeline for the design. The architect will deliver it in pieces. The weather should not be an issue as the work will be inside the building. Once a vendor is in place, they will set the construction timeline. Ms. Kapushinski will contact the Purchasing Department regarding any possible backlog.

A meeting needs to be scheduled with the Wetlands Commission regarding wetlands to the north of the parking lot. If a wetlands application is necessary, that may set the project back a few months. Mr. Walsworth will research if there is a covenant restriction of 20% coverage.

There was discussion on the timeline for the construction bonding. Councilman Cervoni stated it usually takes 3-4 weeks to bond, followed by 20 days to appeal. The whole bonding process should take approximately two months.

Mr. Walworth asked for a description of what will be stored in the storage building. It was decided that Mr. Walworth will tour the existing storage building at the Police Department. He would also like to know the length of the firing range so that he can give the dimensions to the architect. Ms. Kapuchinski stated that she will obtain the bid specs for the current storage building in order to assist Mr. Walworth.

8. Discussion regarding request from Wallingford Electric Department for emergency space in new building

The Electric Division is looking for a 12' x 12' room with secured access. This would be located next to the Emergency Operation Center. The Police Department stated they are not opposed to this. There should be room for the Electric Division near the front entrance. This would be added to the bid specs.

There was discussion regarding the reuse or removal of the raised floor. There may be security and noise issues related to the raised floor. It was requested that Chief Wright contact Jacunski Humes for their input on the issue.

9. Discuss/approve proposed Meeting Schedule for 2021

Ms. Kapuchinski distributed the proposed meeting schedule for the remainder of 2021. In November she will create a meeting schedule for 2022.

There was motion to approve the meeting schedule for the remainder of 2021

Made by: Mr. Heidgerd

Seconded by: Mr. Baltramaitis

Votes: 4 Ayes

ADJOURNMENT

Motion to adjourn

Made by: Mr. Heidgerd

Seconded by: Mr. Baltramaitis

Votes: 4 Ayes

Respectfully submitted,

Beth Dighello

Recording Secretary