

**Wallingford Police Station Steering Committee**  
**REGULAR MEETING**

**Thursday, February 9, 2023, @ 10 AM**

**Wallingford Public Library**  
**200 North Main Street**  
**Collins Room, Lower Level**

PRESENT: Alison Kapushinski, Town Engineer, Steering Committee Chair; Richard Heidgerd, Retired Fire Chief; Vincent Cervoni, Chair Town Council; Jeff Vosburgh, Downes Construction; Sean Slain, Downes Construction; Brian Humes, Jacunski Humes; and Jim Russo.

**Call to order**

The meeting was called to order at 10:00 am.

**Agenda Items**

1. Accept minutes from January 10, 2023, Special Meeting and January 12, 2023, Regular Meeting  
Tabled to the next meeting
2. Public Comment
3. Update from Police Department – Chief Ventura  
No update provided
4. Update from Design Team – Brian Humes, Jacunski Humes

An update on the permitting process (for the certificate of occupancy) was provided. The drawings were submitted for independent code review and a report was received in October with 19 questions. Those have been answered and an updated review was received in December. There are five additional requests for information. The reviewer recommends seeking a code modification on the square footage of the building. They want to see that the fire department has 360-degree access to the outside of the building. They claim the sally port impedes that. It may come down to a request for the state building official to review it. Mr. Humes confirmed that the sally port has at least one bay that a fire truck could get through.

The firearms training range does not have fire suppression sprinklers. This building is under the code classification as one story building without windows, which requires sprinklers. Given the use and low occupancy, a code modification request is recommended. Jacunski Humes recommends seeking the modification instead of putting sprinklers in. Mr. Vosburgh offered to get estimates on adding sprinklers.

In summary, the design is fine they just need to supplement it with more information.

The reviewer wants to see the Police Department's Staff Response procedures that go along with the fire procedures for evacuation and smoke control in the detention cell area. Mr. Humes will reach out to the Chief.

5. Update from Construction Manager – Jeff Vosburgh, Downes

Everything is status quo. They are waiting for the formal release at the end of this month. Meanwhile, they are working through the contracts and getting all the front-end documentation set up. Regarding the groundbreaking, he suggested working on setting a date. He will send a message to the committee.

It was noted that the ordinance was published in the Record Journal on January 28<sup>th</sup>, so the 30 days would be February 27<sup>th</sup>.

A Financial Subcommittee should be established to review proposals for out-of-scope changes as they come up through the course of the job and approve them on behalf of the committee. It was suggested that the limit on the amount that can be approved is \$16,500 per new vendor that doesn't have an accepted bid per budget year. It was decided to add it to the March meeting agenda. We can set a cap and require full committee review. Ms. Kapushinski will check to see if the Town has requirements.

Ms. Kapushinski noted that she will set a time to meet with someone from Downs, Sal, and Tim Sena before the project gets really rolling to make sure we are all on the same page with processes and timing. She will report back at the next meeting.

6. Discussion regarding a bid for Material Testing/Inspections – Jim Russo

Mr. Russo reported that he has the list of special inspections and a draft RFP for this task. Ms. Kapushinski will send him a sample of Wallingford's standard RFP template. Mr. Russo will proceed with the aim of getting them out by the end of the month. He will keep Mr. Baltramaitis and Ms. Kapushinski in the loop. Ms. Kapushinski will talk to Sal who may have vendors he has used in the past.

7. Subcommittee Updates

None

8. Other Business

There was a suggestion from some contractors to establish permanent room names and/or numbers. This allows contractors to prefab components. It will also help avoid mistakes. This will have to be discussed with the Police Department. Mr. Humes is willing to assign room numbers on the plans.

**Motion to Adjourn**

**Made by: Cervoni**

**Seconded by: Heidgerd**

**Votes: Unanimous to approve**

The meeting was adjourned at 10:27 a.m.

Respectfully submitted,  
Cheryl-Ann Tubby  
Recording Secretary