

**MINUTES
(Amended)**

Wallingford Police Station Steering Committee
REGULAR MEETING
Thursday April 14, 2023 @ 10AM
Wallingford Public Library
200 North Main Street
Collins Room, Lower Level

Members Present: Kapushinski, Cervoni, Walworth, Heidgerd, Wright
Members Absent: Baltramaitis

Project Team Present: Vosburgh (Downes), Slain (Downes), Concodello (Downes) A. Whitehouse (Jacunski Humes), Russo (Owner's Rep)
Town Staff Present: Chief Ventura, Deputy Chief DeMaio

Call meeting to order – 10:02 AM

Agenda Items

1. Accept minutes from March 9, 2023 Regular Meeting

Motion passed. (See Motions Attachment A Motions

2. Public Comment

- None

3. Update from Police Department: Chief Ventura

- None

4. Update from Design Team: - JH

An application for a Code Modification for the Firing Range awaits a decision on the addition of sprinklers.

5. Update from Construction Manager: – Downes

- Mobilization has taken place and demolition is in full force with utilities and temporary lighting in process.
- An impending scheduling issue was raised regarding a potential 10-week delay in the production and delivery of Switchgear just learned of by Downes.
 - Based on the Committee request, Vosburgh will issue a memo within a week regarding how this might affect the schedule and possible contingency plans to mitigate impacts to the occupancy date.

6. Update from Owner's Representative: – Russo

- Russo has reviewed the Downes Schedule of Values with JH and found them to be in order with a few modifications.

- There will be ongoing monitoring of RFI's (Request for Information), ASI's (Architects Supplemental Instructions), PCO's (Potential Change Order) and other documents as the project progresses.

7. Discussion and possible action regarding:

a. Requisitions (See Attachment A., Motions)

1. Motion to Approve Construction Managers Application for Payment Number 1 in the Amount of \$445,443.93
 - Discussion: Russo has found the progress reported to date to be appropriate. In reacting to concerns expressed regarding the Temporary Fence subcontractor invoicing up-front, the Committee requested receipt of their Lien Waiver documenting payment before processing Downs Application as so stated in the Motion.
 - Walworth prepared the CM Request for Bids and assumed that accordingly, Direct Costs shall be itemized. The CM's subsequent invoice will be adjusted if in fact the Town/CM Contract Direct Costs are to be itemized and not as presented as over 5% of project complete.
 - The Motion carried.
2. Motion made to Approve Owner's Requisition in the Amount of \$1,350.00
 - Discussion: Kapushinski has reviewed and found the charges submitted by Russo to be in order.
 - The Motion carried.

b. Change Orders:
None

8. Discussion and possible action regarding Change Management Process:

- Kapushinski refined an earlier draft by Walworth together with Russo and Downes resulting in the process shown in the Agenda packet (and herein under Attachment B) for the review and processing of In Scope and Out of Scope Change Order items under a Change Management Process
- Following discussion, a Motion was made to approve the above. Motion carried (See Motions, Attachment A). Changes will be monitored by Russo and tracked by Downers as demonstrated in their project reporting.

9. Committee Member Updates:

1. Wright provided an update on the communications tower.
 1. Planning and Zoning Approval will be required and has that on their Agenda for 5/08/2023.
 2. The moving of Motorola emergency communications equipment to the new building is a particularly demanding item that requires a bid.
 1. Due to a myriad of reasons that this task would logically be undertaken by Motorola (their current agreement

extends to 2027) it is advisable to request a bid waiver from the Town Council for this work.

2. There was a great deal of discussion with the conclusion that this request be made at the TC 4/25/2023 meeting with a range in the anticipated Motorola cost.
 1. Cervoni questioned if there was any way to get a check number but there are no firms that typically bid on this nor possessing the expertise to deal with this proprietary equipment. The bid release for the required concrete footing for the tower is anticipated on 4/28.
2. Special Testing – Kapushinski reported that a low bid was approved from Special Testing Laboratories in the not to exceed amount of \$25,000 for the various items outlined earlier by JH.

10. Other business:

- Move Management – There was a brief discussion on the initial thought process for phasing the move for police personnel and equipment. Russo suggested consideration of Dispatch moving last.

Adjournment

Motion made and moved at 11:20 AM (See Motions, Attachment “A”)

Submitted By Jon Walworth, Acting Recording Secretary