

**Police Facility Building Committee**  
**Minutes of Wednesday, March 2, 2022, 4:00 PM**  
**Bourne Police Training Room**  
**35 Armory Road, Bourne, MA 02532**

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**Meeting Called to Order:** at 4:00 PM by Chair Noyes. Attendance: Chairman Noyes, Chief Paul Shastany, Marlene McCollem, Town Administrator, Town Assistant Administrator Glenn Cannon, Lt. Stowe, Richard White, Peter Meier, William Meier, Stanley Andrews, John Redman (remote and exited meeting at 4:45), Jerry Ellis, John O'Brien (4:03), Keith Mercy, Kaestle Boos, and Kim Johnson, Recording Secretary.

**1.) Call meeting to order**

**2.) Approval of minutes: 9/1/21** – Stanley Andrews motioned to approve the 9/1/21 minutes. Peter Meier seconded. Vote was 7-0-0.

**3.) Review/Approval of Bills –**

- a.) **C&A Associates Inc.** - \$49,196.74. This bill is for the PADTrax Evidence Tracking System. William Meier asked if the software license is a yearly fee and Lt. Esip said that there is a yearly fee, and it has been accounted for in the budget. Stanley Andrews questioned why the bill is just being presented now when it says April of 2021 on it. Lt. Esip said they may have made a mistake on the invoice and Mr. Andrews says that they need to correct the invoice.

Stanley Andrews motioned to approve payment of this C&A Associates Inc. invoice for \$49,196.74, once the date of the invoice has been corrected to October 8th, seconded by Jerry Ellis. With no further discussion, the vote was unanimous. 7-0-0.

John Redman questioned where the money to pay for this invoice is coming from and Chair Noyes said it was coming out of contingency.

- b.) **KAM** – Lt. Esip said that they did receive a bill from KAM HVAC for some work on the rooftop unit (RTU) and the air handler unit. They previously had discussions that they were going to extend the warranty a year on the system due to the issues that have been happening. That was never put into writing and now they are starting to get bills. Lt. Esip explained that there was a meeting that included the owner of KAM, Lt. Esip, Walter, and Keith Mercy and the owner of KAM stated that they would extend the warranty to one year from the date of the RTU being fixed, although it was not put in writing.

Stanley Andrews asked Chair Noyes for an electronic version of a chart of accounts that shows where the spending is on all the line items of this budget, and Chair Noyes said he would send it out to the committee. There was some discussion on the chart of accounts and the budget.

Chair Noyes said that a coat storage system was overlooked when the building was built and it is a big issue, and he would like the ideas and thought from the committee about going forward to purchase wardrobes at this time. Mr. Andrews said that in the budget there was an allotment for fixtures and fit-outs and until the committee sees that budget, he does not want the committee to decide.

**4.) Updates on building issues** – Lt. Esip gave a presentation on the outstanding building issues. He said about a year ago he gave a similar presentation to the committee and he, Director Shastany, and Lt. Stowe have been keeping up with these issues. He said that on this project they have 270 warranty punch list items that were submitted to M. O'Connor as a result of the final walkthrough that was held on September 27<sup>th</sup>. The items were submitted to M. O'Connor on October 23<sup>rd</sup>, and it was a total of 145 action items, which are the punch list items that have the more significant issues. As of today, there are 100 of those items that are outstanding and there have been a handful of items that have crept up to be added.

Lt. Esip said the major issues are with flooring. There has been no plan or resolution for these issues. The floor continues to have glue coming up throughout the building on the first floor and in the basement. The issues started after being in the building for a week. The installer and manufacturer and other various representatives have come to the building and have done coring on the floor to make sure the cement is correct, and they found that the glue was still wet a year after being installed. He said there were many issues with the type and age of the glue and the stock.

Lt. Esip said there are problems with the HVAC going into emergency heat mode after a power failure. The temperature goes up into the 80's and 90's in some rooms. He said he is not getting answers on why this is resetting the system and causing these issues. There was discussion on getting who installed the HVAC, and others from the Town to have a meeting about the issues. Peter Meier suggested that William Meier and Stanley Andrews be a part of the meeting because of their construction expertise, and they both are willing to be a part of the meeting.

Lt. Esip said that a stove hood vent did not have a damper installed in it in the break room. Other interior issues are cracking and peeling paint, separated caulking, cracking in windows including a bulletproof window, wallpaper peeling, etc. There are many issues with plumbing, doors, windows, humidity, signs, the parking lot, landscaping, etc.

William Meier said that the only way to fix the flooring issues is that the whole floor needs to come up and be re-done the correct way. Director Shastany said that they would have to get a 911 trailer here for the dispatch, and scheduling can be a problem.

Stanley Andrews asked what the status of the 7-day letter was and what is the process of the 7-day letter. Keith Mercy said that they issued the 7-day letter, and they (M. O'Connor) are supposed to get back to them in 7 days with corrective action, or their bond can be pulled. They did not come back with corrective action. Keith Mercy said there were some field visits made, and there were some discussions, but since November when the RTU was done, M. O'Connor has not done anything more.

Stanley Andrews asked Chair Noyes if an executive session could be set up about the 7-day letter and pulling their bond. Town Administrator Marlene McCollem said that Town Counsel has been provided with the backup and they are reviewing it and they would like to have some time to get up to speed and meet internally with the Police Department and her the week after next and then come back to meet with the Police Building Committee. Stanley Andrews said that it is time to go after the bond because it has been since September since last discussed and the opportunity can be lost. Ms. McCollem asked that Town Counsel be provided with the 7-day letter. Chair Noyes said the 7-day letter was dated May 7, 2021, and he will get a copy to Town Counsel. There was more discussion about the 7-day letter process.

Stanley Andrews motioned to have a meeting with Town Counsel in executive session within 7 days, for updates, seconded by Peter Meier. After further discussion about the meeting being either in executive or regular session, to obtain updates on the 7-day letter status., the vote was unanimous. 6-0-0.

**5.) Members' comments/requests:**

Peter Meier said that he received a phone call from State Rep. David Vieira about House Bill 3821 which is a bill to create a Public Safety Building Authority. They are looking for recommendations on this bill. Mr. Meier said that this is the type of committee is needed to help to set up policy and procedures so that things like what has happened with this building will not happen in the future for other buildings. He would like the committee to write a letter supporting House Bill 3821. There was some discussion about this bill. It was decided that this will be discussed at the next meeting after the committee has a chance to review the bill.

**6.) Public comment:** None.

**7.) Adjourn:** Stanley Andrews made a motion to adjourn, seconded by William Meier. The meeting was adjourned at 5:02 PM. The vote was unanimous. 7-0-0.