

**Police Facility Building Committee**  
**Minutes of Tuesday, March 24, 2021 4:00 PM**  
**Zoom remote – Public Access**

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**Meeting Called to Order:** at 4:00 PM by Chair Noyes. Attendance: Chairman Noyes, Paul Shastany, Director of Police Services, Lt. Esip, Lt. Stowe, Peter Meier, William Meier, Stanley Andrews, John O'Brien, Jerry Ellis, Richard White, Pete Gaudreau, Kaestle Boos, and John Feeley, Daedalus. Also present is Kim Johnson, Recording Secretary.

**1.) Call meeting to order** – Attendance – John Redman is excused.

**2.) Approval of minutes: 2/24/21** – Stanley Andrews motioned to approve the 2/24/21 minutes. Peter Meier seconded.

Roll call vote –Stanley Andrews – yes, Richard White – yes, William Meier – yes, John O'Brien – yes, Peter Meier – yes, Jerry Ellis – yes, Chair Noyes – yes. The motion carried 7-0-0.

**3.) Review/Approval of Bills:** None

**4.) Review/Approval of proposed purchases for new facility:** Stanley Andrews gave a brief overview of the sub-committee meeting that was held on March 17, 2021. He said that they discussed 8 items and the consensus of the sub-committee was to move all 8 of these items forward to the Police Facility Building Committee for approval. He said they felt that item a, Evidence RFID software and equipment should have been a capital project, but the system is essential for the building and to wait to go in front of the Capital Outlay Committee next year, they felt it would be a disservice to the community and the department. They would like to suggest to the full committee that if they are to approve this item that they put together a packet on the system and an explanation letter and submit that into the correspondence for the Board of Selectmen to keep an open and clear transparency of why they are adding the system back into the program.

**a.) Evidence RFID software and equipment** - PadTrax evidence tracking system for \$49,196.74.

Jerry Ellis motioned to approve the purchase of software and equipment for the PadTrax system for \$49,196.74, seconded by John O'Brien.

Roll call vote –Stanley Andrews – yes, Richard White – yes, William Meier – yes, John O'Brien – yes, Peter Meier – yes, Jerry Ellis – yes, Chair Noyes – yes. The motion carried 7-0-0.

**b.) Evidence room audit at RFID implementation** – Chairman Noyes said the quote is for \$11,200.00.

Stanley Andrews motioned to approve the evidence room audit and implementation of the PadTrax system for \$11,200.00, seconded by Jerry Ellis.

Roll call vote –Stanley Andrews – yes, Richard White – yes, William Meier – yes, John O'Brien – yes, Peter Meier – yes, Jerry Ellis – yes, Chair Noyes – yes. The motion carried 7-0-0.

**c.) Additional telephones** – These phones were not installed as part of the base contract. These phones will be installed in areas that require a phone for life and safety concerns.

Jerry Ellis motioned to approve the installation of additional phones for up to \$4,000.00, seconded by Stanley Andrews.

Roll call vote –Stanley Andrews – yes, Richard White – yes, William Meier – yes, John O'Brien – yes, Peter Meier – yes, Jerry Ellis – yes, Chair Noyes – yes. The motion carried 7-0-0.

- d.) **Network hardware upgrade** – The cost is \$7,885.00. Chairman Noyes said the base contract did not have enough network switch parts built into the design. When the department purchased an additional network switch for installation during construction, the decision was made to purchase a cheaper switch that was not compatible with the ethernet.

Stanley Andrews motioned to approve of the network hardware upgrade for \$7,885.00, seconded by William Meier.

Roll call vote –Stanley Andrews – yes, Richard White – yes, William Meier – yes, John O’Brien – yes, Peter Meier – yes, Jerry Ellis – yes, Chair Noyes – yes. The motion carried 7-0-0.

- e.) **Building automation services contract** – The quote is for \$3,700.00. Chairman Noyes said that there have been several issues that have arisen with the contractor to resolve issues with the system. As issues arise in the future, without a service contract, the issues could prove costly for the department. This contract is not included in the FY22 budget but will be included in FY23 and going forward.

William Meier motioned to approve the building automation services contract for \$3,700.00, seconded by Jerry Ellis.

Roll call vote –Stanley Andrews – yes, Richard White – yes, William Meier – yes, John O’Brien – yes, Peter Meier – yes, Jerry Ellis – yes, Chair Noyes – yes. The motion carried 7-0-0.

- f.) **Building furniture** – The request is for up to \$12,000.00 and they are waiting on one more quote. This is for additional tables and chairs that were removed from the initial furniture budget as a cost savings attempt, but it was realized that they are needed.

John O’Brien motioned to approve the purchase of additional furniture for up to \$12,000.00, seconded by Peter Meier.

Roll call vote –Stanley Andrews – yes, Richard White – yes, William Meier – yes, John O’Brien – yes, Peter Meier – yes, Jerry Ellis – yes, Chair Noyes – yes. The motion carried 7-0-0.

- g.) **Security additions** – Lt. Esip said the final quote is for \$38,053.32. Chairman Noyes said that these items are for certain areas that the equipment was missed or omitted although it is required for the safety and operation of the facility, and it was part of the original plan that was necessary.

Jerry Ellis motioned to approve the security additions for \$38,053.32, seconded by Stanley Andrews.

Roll call vote –Stanley Andrews – yes, Richard White – yes, William Meier – yes, John O’Brien – yes, Peter Meier – yes, Jerry Ellis – yes, Chair Noyes – yes. The motion carried 7-0-0.

- h.) **Evidence storage area modifications** – Chairman Noyes said that the evidence storage was designed with too many firearms storage racks and no locking racks for high security evidence. The modifications for lock storage were requested during construction and a price was provided, but the decision was made not to move forward with the modifications at the time. The price is not to exceed \$10,000.00.

Peter Meier motioned to approve the evidence storage area modifications for \$10,000.00, seconded by Stanley Andrews.

Roll call vote –Stanley Andrews – yes, Richard White – yes, William Meier – yes, John O’Brien – yes, Peter Meier – yes, Jerry Ellis – yes, Chair Noyes – yes. The motion carried 7-0-0.

**The total for the additional purchases is \$136,035.06.**

**5.) Updates on building issues** – Chairman Noyes said that there have been some building issues that have come up and Lt. Esip has been cataloguing them. Lt. Esip presented a slideshow that showcased the issues to the committee. He said that there were 17 items on the latest punch list that was updated by KBA. There have been 125 issues that the Police Department has reported to the contractor through March 24, as warranty related issues, and of those 67 remain unresolved. There are also various miscellaneous outstanding agreements that were made during construction. The as-builts for HVAC, electrical and plumbing are all missing, and M. O'Connor said they would be provided in February and March and still have not been provided.

Lt. Esip listed the warranty items and showed many pictures of the issues, this is a list of some of the issues that Lt. Esip talked about:

- Flooring – the floor in the dispatch area is unglued and coming up, some tiles were never glued down. Glue keeps coming up from the stairs and the basement floor and there are other areas that have floor issues.
- Windows – The contractor did not install some windows properly. Two windows have cracked, and many windows are difficult to open.
- Doors – There are some doors that swelled. Some doors do not stay open. There is a defective latch on a door. Multiple hinges were not installed properly and in some parts were broken off.
- Exterior – The handicapped spot paint markings are peeling. The front gate has frozen open multiple times and at least 4 service calls have been placed with no permanent solution. The back gate has a catch that pops open when it is windy. The pulley inside flagpole system keeps jamming. Also, the Massachusetts State Flag has deteriorated. The guard near the patrol entrance door is not catching the rainwater and this was a change order to resolve and the fix has not worked. The landscape hose was never connected to the sprinkler system, it is just a hose underground that is not connected to anything. The tight tank cover was not even with the pavement so during the winter months when the plow went through, it damaged the fiberglass cover due to being raised.
- Electrical – There is a breaker that keeps popping in the range that shuts the lights off, which is a safety issue.
- HVAC – There have been some issues due to the energy efficiency. If it is too warm outside, the heat can not be on so there are rooms that are too cold and vice versa. Lt. Esip said that they were told that they would resolve this issue as soon as the energy credits are finalized, and he is not sure if that is true or not. There were big issues at the end of the summer with excessive moisture in the building that caused guns and handcuffs to rust in the male locker room. They installed a battery back up a few days ago to the building automation system which caused the door unable to close on that system.
- Plumbing – The plumber is supposed to be there either tomorrow or the next day, although they have been told that several times and they never showed up. There is some low toilet pressure. Some cell toilets are rusted. There are drain flies throughout the building and the drain traps are drying up. There are many other plumbing issues that Lt. Esip presented.
- Other issues – There are some issues with the lockers being loose and one locker is missing side panels and numbers and another locker is unfunctional. The evidence receiving pass through does not have any trim on it. The elevator frame was not installed properly, and the stairwell railings are starting to come loose from the cement. Drywall is cracking around the building. The caulking is separated from a lot of the trim in the building, and on a lot of the trim in the building, the paint was not applied to all sides. The pressure washer that was agreed upon, was never provided.

Pete Gaudreau asked Lt. Esip if Walter has been responding to these issues. Lt. Esip said that whenever he has one of these issues, he sends an email to Joe, Walter, and a few months ago he started to send them also to KBA. He said there is warranty form that needs to be filled out and Walter will generally say that he has referred them to the vendor, so he acknowledges receipt of them. Lt. Esip asked for an update on most of these warranty items two weeks ago, and has followed up with a second email, and has not received a status update as of yet.

Peter Meier asked if there is a bond being held that can be called in if the contractor does not answer any of these concerns. Chairman Noyes said there is a bond and there is just over \$29,000.00 in retainage. Mr. Gaudreau said that in July there will be a one year walk through and typically that is the time then issues will be addressed and taken care of. There was some discussion about the issues that were presented and the safety concerns with some of them.

Stanley Andrews motioned to direct KBA to issue a 7-day notice letter to the general contractor and that the department assist them with any information needed for that letter, seconded by Jerry Ellis.

Roll call vote –Stanley Andrews – yes, Richard White – yes, William Meier – yes, John O’Brien – yes, Peter Meier – yes, Jerry Ellis – yes, Chair Noyes – yes. The motion carried 7-0-0.

**6.) Members’ comments/requests:** Jerry Ellis wanted to let the committee know how much he appreciates being a part of this committee. He said that this is one of the best committees that he has been on and he appreciates Chairman Noyes’ leadership.

**7.) Public comment:** None

**8.) Adjourn:** Stanley Andrews made a motion to adjourn, seconded by William Meier. The meeting was adjourned at 4:46 PM

Roll call vote –Stanley Andrews – yes, Richard White – yes, William Meier – yes, John O’Brien – yes, Peter Meier – yes, Jerry Ellis – yes, Chair Noyes – yes. The motion carried 7-0-0.