

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

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**Meeting Called to Order:** at 4:02 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, John Redman (4:22), Keith Mercy, Kaestle Boos, and Joe Sullivan, Daedalus. Also present is Kim Johnson, Recording Secretary.

**1.) Call meeting to order** – Attendance – Richard White and Jerry Ellis are excused.

**2.) Approval of minutes: 12/29/20** – John O'Brien motioned to approve the 12/29/20 minutes. William Meier seconded.

Roll call vote –Stanley Andrews – yes, John O'Brien – yes, William Meier – yes, Peter Meier – yes, Chair Noyes – yes. The motion carried 5-0-0.

**3.) Review/Approval of Bills, Change Orders:**

A.) Bills -

b.) Buzzards Bay Water District, three invoices. These were from initial readings and check for back flow and quality control issues.

#02560 - \$67.50 dated 1/13/21.

#02124 - \$67.50 dated 1/13/21.

#02558 - \$675.00 dated 11/3/20.

Stanley Andrews motioned to approve payment of these 3 invoices totaling \$810.00 from Buzzards Bay Water District., seconded by William Meier.

Roll call vote –Stanley Andrews – yes, John O'Brien – yes, William Meier – yes, Peter Meier – yes, Chair Noyes – yes. The motion carried 5-0-0.

B.) Change Orders – None.

**4.) Project Update:**

A.) Equipment requests – Director Shastany, Lt's. Esip and Stowe – Chair Noyes said that members of the Police Department are here to make some requests that were either overlooked, or not thought of, or missed, in the planning of the original equipment of the Police Department Building.

Director Shastany introduced himself. He said part of his responsibility in his new role is to make sure that the practices that the Police Department carry forward, are sound practices, that eliminate high risk and place the department in a position where they will have the ability to carry the mission forward. One of the biggest risks in policing is taking property in as evidence and holding that evidence in their evidence rooms. He said the basic functions of an evidence room is to bring evidence in, store it, and move evidence out. He said the types of evidence that they take in frequently result in persons' incarcerations. According to the Constitution of the United States, people have the right to examine evidence, therefore it is incumbent of the Police Stations to keep an ethical and legal evidence control system.

Director Shastany said that a way to safeguard the evidence is to purchase PADtrax, an evidence tracking product that he has experience with. He explained how the system works and talked about the advantages to having this system in place. The cost to install this software system would be \$49,146.74, which includes the software license, lock reader, a scanner, antennas and other components. He also received a quote for tagging the evidence for \$11,202.00, with a complete inventory.

Lt. Esip said that the security system is working great, however, there are some areas that do not have coverage, or the proper card readers were not purchased. They would like to add a biometric thumbprint reader for each of the evidence rooms, which would be for four doors. He said that there were some cameras that were not part of the project for a cost saving measure, and not having them is causing blind spots in the building, therefore they would like to add them into the proposal. The estimate is anywhere between \$25,000.00 and \$75,000.00. Another feature that they would like added is panic buttons in each of the evidence rooms.

Lt. Esip said they need to adjust the shelving system in the evidence rooms, and he is waiting on a final quote and expects it to be less than \$10,000.00. Also, a card reader is needed inside the evidence room. Four phones need to be added in these rooms. The estimated cost for the additional phone installation is \$4,000.00. He said that another network switch and cabling is needed at a cost of about \$6,500.00. There were several items of furniture that were taken away from the original plan for cost savings, and they now realize that these tables, chairs, cabinets, and white board are needed. The furniture price is about \$12,000.00. The last item that they are requesting is continued service of the building automation system, with a cost of \$5,000.00.

The total cost of all that Lt. Esip and Director Shastany presented is \$172,896.74.

Stanley Andrews talked about each of the requested items. He mentioned that the first item, PADtrax, he feels should be a Capital item. He asked for clarification of the service for the building automation system. Lt. Esip said that it would be for one year, and it will be included in their budget going forward. William Meier asked if there is a yearly maintenance fee for PADtrax, and Director Shastany said yes, and it is \$8,347.00. William Meier also asked how much money was left and Chief Noyes said that it is just over \$400,000.00. There was discussion about the requests that were presented and possibility of the first item being presented to Capital Outlay. It was decided that the sub-committee (with Lt. Esip taking over former Chief Woodside's place) will meet to discuss the proposed items, with more information, in a week or two.

- B.) Owners Project Manager – Daedalus – Joe Sullivan said that he reached out to M. O'Connor about the vinyl floor issues. They are hoping in the month of March they will schedule a time to go to the building. There was some discussion about heaters near the bubbles in the flooring. Lt. Esip feels that the heaters do not have anything to do with the floor issues. Lt. Esip said there are even more issues with flooring in other parts of the building. Mr. Sullivan said he would follow up on these issues.
- C.) Architect's Update - Kaestle Boos – Keith Mercy said that there are some small punch list items that still need to be done, and they should be done within a month. There are three open items on commissioning.

**5.) Members' comments/requests:** None

**6.) Public comment:** None

**7.) Next Meeting:** TBD, after March 8.

**8.) Adjourn:** Peter Meier made a motion to adjourn, seconded by John Redman. The meeting was adjourned at 5:07 PM

Roll call vote –Stanley Andrews – yes, John Redman – yes, William Meier – yes, Peter Meier – yes, John O'Brien – yes, Chair Noyes – yes. The motion carried 6-0-0.

Minutes accepted 3/24/2021 CKN