

**Police Facility Building Committee
Change Order Sub-Committee
Minutes of Wednesday, March 17, 2021 1:00 PM
Zoom remote – Public Access**

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**1.) Call meeting to order – Meeting Called to Order:** at 1:00 PM by Chair Andrews. Attendance: Police Facility Building Committee Chairman Noyes, William Meier, Stanley Andrews, Chairman of the Police Facility Building Committee Sub-Committee, and Lt. Brandon Esip. Also present is Kim Johnson, Recording Secretary, and she has acknowledged that she is recording the meeting.

**2.) Review/Approval of Change Orders:** Chairman Andrews said he is switching the order so that item c will be the first discussed.

**a.) (Item C) - Additional Phones** – Lt. Esip said this is for the equipment, installation, and labor. The labor is estimated based on actual time. The quote is for \$3,543.02, though Lt. Esip is requesting \$4,000.00 due to possible labor fluctuation in price. Chairman Andrews asked what the locations for the phones would be and Lt. Esip said they would be for: the main evidence room, the drug room, the large evidence storage room, and the prisoner release room.

William Meier motioned to approve and recommend the installation of the additional phones to the Police Facility Building Committee, seconded by Lt. Esip.

Roll call vote – William Meier – yes, Lt. Brandon Esip – yes, Stanley Andrews – yes. The motion carried 3-0-0.

**b.) (Item D) - Network Hardware Upgrades** – Chairman Andrews said that the total for the network hardware upgrades is \$7,885.00. Lt. Esip said that the labor is included in the price and he explained why the upgrades are needed. He said that these upgrades are needed to do some of the other security components and for the additional phones.

William Meier motioned to approve and recommend to the Police Facility Building Committee the network hardware upgrades by Ockers Company in the amount of \$7,885.00, seconded by Lt. Esip.

Roll call vote – William Meier – yes, Lt. Brandon Esip – yes, Stanley Andrews – yes. The motion carried 3-0-0.

**c.) (Item E) Building Automation Service Contract** – Lt. Esip said this is for unbudgeted maintenance on the system that was not included. During construction, it was not explained well that this service would be needed, and could prove costly without this contract if issues arise. The yearly cost is \$3,700.00 and should be included in the FY23 Police Facility Operations Budget, although the Town Administrator may put it in another budget.

William Meier motioned to approve and recommend to the Police Facility Building Committee the Building Automation Service Contract in the amount of \$3,700.00 per year, for only FY22, seconded by Lt. Esip.

Roll call vote – William Meier – yes, Lt. Brandon Esip – yes, Stanley Andrews – yes. The motion carried 3-0-0.

**d.) (Item F) Building Furniture** – Lt. Esip said they are requesting up to \$12,000.00 for furniture items that were removed from the initial furniture budget as a cost savings attempt, but it was realized that they are needed. He said that they have a quote from WB Mason for \$9,630.04 for tables, chairs dry erase boards, a coat cabinet, and a wardrobe. There is another quote that they are waiting for, for a table with storage, and they do not expect to total to exceed \$12,000.00.

William Meier motioned to approve and recommend to the Police Facility Building Committee the sum of up to, and not to exceed, \$12,000.00 for the purchase of furniture that was previously omitted from the initial budget, seconded by Lt. Esip.

Roll call vote – William Meier – yes, Lt. Brandon Esip – yes, Stanley Andrews – yes. The motion carried 3-0-0.

- e.) **(Item G) Security additions** – Signet Systems – Chairman Andrews 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. Lt. Esip explained which areas there are that emergency buttons and cameras need to be installed. The cost is \$38,053.32.

William Meier motioned to approve and recommend to the Police Facility Building Committee the sum of \$38,053.32 for Signet Systems, for the purchase of security additions that were previously omitted from the initial budget, seconded by Lt. Esip.

Roll call vote – William Meier – yes, Lt. Brandon Esip – yes, Stanley Andrews – yes. The motion carried 3-0-0.

- f.) **(Item H) Evidence Storage Area Modification** – Lt. Esip 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.

William Meier motioned to approve and recommend to the Police Facility Building Committee the sum not exceed of \$10,000.00 for modifications to the evidence storage area, seconded by Lt. Esip.

Roll call vote – William Meier – yes, Lt. Brandon Esip – yes, Stanley Andrews – yes. The motion carried 3-0-0.

- g.) **(Item A) PadTrax Evidence Room Solution** – Chairman Andrews said that he researched the PadTrax system and he and Lt. Esip feel that this system adds more accountability, creates a more structured system for evidence tracking, reduces the liability to the Town, and can be a cost savings. The cost for the equipment, training and installation is \$49,196.74. There was some discussion about approving this now, rather than waiting to put before the Capital Outlay Committee next year. They decided 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.

William Meier motioned to approve and recommend to the Police Facility Building Committee the purchase of software and equipment for the PadTrax system for \$49,196.74, seconded by Lt. Esip.

Roll call vote – William Meier – yes, Lt. Brandon Esip – yes, Stanley Andrews – yes. The motion carried 3-0-0.

- h.) **(Item B) Evidence Room Audit at time of PadTrax Implementation** – Chairman Andrews and Lt. Esip said that this is for a complete audit of the evidence room and for the relabeling of the current evidence tags to the new PadTrax RFID property labels.

William Meier motioned to approve and recommend to the Police Facility Building Committee the sum of \$11,200.00 for the audit and labeling existing evidence, seconded by Lt. Esip.

Roll call vote – William Meier – yes, Lt. Brandon Esip – yes, Stanley Andrews – yes. The motion carried 3-0-0.

The total of the requests to be brought for to the Police Facility Building Committee is up to \$136,035.06.

3.) **Member comments/requests:** None

4.) **Public comment:** None

**5.) Adjourn:** William Meier made a motion to adjourn, seconded by Lt. Esip. The meeting was adjourned at 1:45 PM

Roll call vote - William Meier – yes, Lt. Brandon Esip – yes, Stanley Andrews – yes. The motion carried 3-0-0.